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# JESSICA CLAIRE

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Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

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## PROFESSIONAL SUMMARY

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Hardworking and motivated professional looking to transition from U.S. Army duty to the civilian workforce. Highly motivated with more than 6 years of experience and achievements, including 3 ARCOMS, 2 AAM's. Actively seeks additional responsibilities and resolves problems quickly and efficiently.

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## SKILLS

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- Weapons training
- Secret Security Clearance
- Troubleshooting
- Firearm and explosives handling
- Quick learner
- Trained in counterterrorism strategies
- Trained in cross-cultural communication
- Team leader

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## WORK HISTORY

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**25B Information Technology Specialist** , Current - 07/2013

**US Army** – City

- Drafted military and nonmilitary correspondence.
- Developed and led training programs in preparation for combat.
- Trained in the use of tear gas and explosives.
- Served as custodian of classified documents.
- Prepared documents for destruction.
- Operated and maintained communications equipment.
- Performed as a fire team member during situational training exercises and all infantry dismounted battle drills.
- Surveyed and analyzed terrain to determine optimum equipment placement and use.
- Tracked personnel and supplies within the company.
- Aided superiors in the planning, resourcing and execution of more than [25] mounted and dismounted operations.
- Maintained security of the local areas and performed route clearance for visiting high-ranking officials.
- Operated and maintained field communications equipment.

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## EDUCATION

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**Associate of Science:** Criminal Justice, Current

**Lorain County Community College** - Elyria, OH

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## ACCOMPLISHMENTS

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- Awarded the Overseas Service Ribbon in July 2009-July 2010.