

JESSICA CLAIRE

 resumesample@example.com

 (555) 432-1000

 Montgomery Street, San Francisco, CA 94105

PROFESSIONAL SUMMARY

Military professional transitioning from the United States Navy to a career in Intelligence. Hard working individual, willing to lead and be lead to accomplish all tasks assigned to our team.

SKILLS

- Critical thinking
- ASVAB Score of 82
- Secret Security Clearance
- Organized
- Quick learner
- Team leader

EDUCATION

Wake Technical Community College
Raleigh, NC • Current

High School Diploma

- Completed credits necessary to transfer to American Military University where I will be starting a dual major in Intelligence Collections and Intelligence Operations.
- President's List
- Dean's List

WORK HISTORY

Drm Arbys - Aviation Ordnance

Beatrice, NE • 04/2011 - 04/2015

Aviation Ordnance

- Assembly of ordnance to be combat ready
- Overall maintenance of magazines for storage and assembly of munitions
- Ordnance on loading and off loading
- Upkeep of millions of dollars worth of ordnance

Assistant Command Fitness Leader (ACFL)

- Oversee Fitness Enhancement Program to keep sailors in fit condition to maximize fleet readiness
- Proctor fitness sessions ranging from individualized physical training to large group sessions
- Monitor and log sailors to be in accordance with Fitness Enhancement Program guidelines

Department Of Defense - Assistant Manager

Niagara Falls, NY • 04/2015 - 08/2016

- Lead employees to maximize time management in proper car washing procedures to optimize cars washed
- Overall maintenance of car wash tunnel to always be ready for customers to minimize wait time
- Delegation of tasks to over 40 employees
- Maximize labor hours to keep costs down to ensure growth of company
- Log daily numbers in Microsoft excel to provide to District Manager

United States Navt - Intelligence Specialist

City, STATE • 01/2016 - Current

- Collect, process, analyze, organize and disseminate information
- Prepare detailed briefs to communicate intelligence
- Plot data using maps and charts
- Utilize intelligence databases, libraries, etc. in the preparing of information