

IM A. SAMPLE V

987 Northridge Drive
Omaha, Nebraska 68123
(402) 543-1234
imasample5@xxx.com

PROFESSIONAL PROFILE

Self-motivated, resourceful and dynamic leader with extensive experience and a strong educational background in management, training and employee development; exceptional communication skills and a demonstrated ability to create and manage cohesive, productive work teams; proficient in the use of Microsoft Word, Excel and other software applications.

PROFESSIONAL SKILLS AND ACCOMPLISHMENTS

Management and Administration

- Directed, guided and motivated a workforce of up to 300 individuals with diverse technical backgrounds and experiences.
- Successfully improved work performance of a “marginal” work team, as evidenced by an increase to a “satisfactory” performance rating after only six months as team leader.
- Provided day-to-day supervision for an administrative staff of up to sixty employees.
- Planned, designed and coordinated the programming of computer-based products; designed and coordinated computer system testing in facilities throughout the world.
- Planned, developed and administered annual budgets ranging from \$150,000 to \$300,000.

Training and Development

- Taught college level courses in leadership, management, team building, effective writing and speech communications.
- Certified as Master Instructor; designed and developed curriculum; selected, trained and evaluated other instructors.
- Advised and educated personnel on ways to enhance and strengthen their promotability and job performance; identified and documented career development plans for employees.
- Provided on-the-job training and guidance for new employees.

Communication and Counseling

- Conducted formal investigations and utilized a variety of counseling techniques and strategies to successfully resolve highly complex and sensitive issues involving domestic abuse, racial discrimination, minor law infractions and academic failures.
 - Worked one-on-one with customers and employees to enhance self esteem and resolve communication problems.
 - Marketed and promoted company programs to employees and the general public through a variety of activities including presentations to audiences of over 1000 people.
 - Established and maintained effective working relationships with co-workers, superiors and subordinates to facilitate the achievement of business objectives.
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EDUCATION AND TRAINING

Bachelor of Science in Management (20xx)

Bellevue University, Bellevue, Nebraska

GPA: 4.00/4.00

Dean's Scholar

Graduated with Professional Honors

Associate of Applied Science in Communications Technology (20xx)

Community College of the Air Force

Numerous workshops, courses and seminars dealing with leadership development, management, TQM, interpersonal communications, curriculum development and related topics
Department of Defense and Air Force Training Schools

Certified as Total Quality Management Facilitator

Qualified Master Air Training Command Instructor in Leadership and Management

WORK HISTORY

Various Positions of Increasing Responsibility and Leadership

United States Air Force (20xx to present)

- Currently serving as Squadron Operation Superintendent.
 - Scheduled to leave the Air Force in September 20xx.
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VOLUNTEER/COMMUNITY SERVICE

Coach, Youth Soccer, Bellevue Boys Club

Unit Coordinator, U.S. Savings Bond Drive

REFERENCES AVAILABLE UPON REQUEST