

NAME

XXXXXXXXXX, ARLINGTON, VA ZIP CODE XXX.XXX.XXXX XXXXXXXXXXXX@GMAIL.COM

Alpha Company Commander

Name of Organization | Agency

Announcement No. XX-XXX-XXXXXXXX-XX

Series and Grade: XX-XX

Citizenship: U.S. Citizen

QUALIFICATIONS PROFILE

Analytical and goal-driven professional with years of experience in overseeing all operations of the unit. Effective at supervising and guiding cadet officers to improve performance and maintain strict adherence to set policies and mission objectives. Contributed to the operations of Coalition Tactical Unmanned Aerial Vehicle (TUAV) Full Motion Video (FMV) Process Exploitation Dissemination (PED) Cell. Recognized for demonstrating strong leadership skills as evidenced in years of managing the training, efficiency, discipline, administration, and welfare of the company.

CORE COMPETENCIES

Combat Readiness and Training Facilitation
Standard Operating Procedures Implementation
Staff Leadership and Collaboration

Mission Control and Strategic Planning
Regulatory Compliance
Equipment Budgeting and Management

PROFESSIONAL EXPERIENCE

XXXXXXXXXXXX - ARLINGTON, VA ZIP CODE

Alpha Company Commander, Marine Corps

2014–Present

Supervisor: XXXXXXXX

Hours per Week: XX

Contact No.: | May contact/Do not contact

Annual Salary: XXXXX

- Serve as the Air Defense Control Officer and Squadron Intelligence Officer of the MACS-4, MACG-18, 1st MAW in Okinawa Japan
- Hold responsibility in training and preparing 170 Marines to deploy in support of OIF 3.2 and 4.1 as the Assistant Operations Officer (S- 3A)

XXXXXXXXXXXX - ARLINGTON, VA ZIP CODE

Air Defense Control Officer and Squadron Intelligence Officer

2010–2014

Supervisor: XXXXXXXX

Hours per Week: XX

Contact No.: | May contact/Do not contact

Annual Salary: XXXXX

- Directed and coordinated fighter aircraft in the interception of hostile aircraft and coordinate employment of surface-to-air missiles
- Collaborated with staff in the Tactical Air Operations Center (TAOC) for operations strategy development
- Conducted surveillance, combat identification, tactical air traffic control, data link coordination, air intercept control, deep air support, and air battle management
- Directed activities related to air traffic control and airspace management as staff officers at squadrons

XXXXXXXXXXXX - ARLINGTON, VA ZIP CODE

Squadron Intelligence Officer | Assistant Security Manager

2010

Supervisor: XXXXXXXX

Hours per Week: XX

Contact No.: | May contact/Do not contact

Annual Salary: XXXXX

- Functioned as squadron S2 OIC and principal intelligence advisor to the squadron commander
- Supervised two lieutenants, three non-commissioned officers, and three all-source analysts in all tactical intelligence functions including intelligence production of the battlefield (IPB), operational environment research/analysis, personnel/physical security, and security clearance management

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Military Intelligence Officer

Supervisor: XXXXXXXX

Hours per Week: XX

Contact No.: | May contact/Do not contact

Annual Salary: XXXXX

- Handled administrative and logistics tasks for the company

EDUCATION

Bachelor's Degree in Information Systems Security, GPA: 3.8/4.00 | 2017

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High School Diploma, GPA: Score/4.0 | 2014

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PROFESSIONAL DEVELOPMENT

Military Intelligence Captain's Career Course

MAGTF Intelligence Officer Course (MIOC)

DoD Information Assurance Awareness

Basic Life Support Training

Microsoft Power Point, Central Texas College

Basic Keyboarding Using the Computer, Central Texas College

Spreadsheet Applications, Central Texas College

Academic Research Using the Internet, Central Texas College

Introduction to Computers, Central Texas College

Unit Administrative Basic Course, Army Reserve Knowledge Portal

Operator Course, Department of the Army

ULLS-G SCP Operator Course

TECHNICAL ACUMEN

Microsoft Word, Excel, PowerPoint, and Visio)