


MILITARY TO CIVILIAN RESUME

For a review, email: careers@utep.edu

See more documents here 



Milly Civil

(915) 444-5555 | mcivil@miners.utep.edu | in/millicivil

SUMMARY OF QUALIFICATIONS

- Four years of technical acumen and competency in computer systems installation, testing, maintenance, repair, and network administration
- Nine years in U.S. Army service, Rank: Sergeant Major
- Two years of supervisory and organizational skills experience leading a team of diverse staff in dynamic environments
- Strong record of problem-solving success in high-pressure, operational settings
- Exceptional communicator, skilled in peer and team development

EDUCATION

Bachelor of Business Administration in Information Systems

The University of Texas at El Paso (UTEP)

05/20XX

Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

Honors and Awards

- Army Achievement Award (Advanced Individual Training: 20XX) - Commandant's List Recipient
- Army Achievement Award (Advanced Individual Training: 20XX) - Excellence as Squad Leader
- Army Achievement Award (Advanced Individual Training: 20XX) - Outstanding Soldier Class Recognition
- Army Achievement Award (383D QM Battalion HHC 20XX) - Excellence in Support - Best Warrior Competition
- Basic Leadership Course (Non-Commissioned Officer Academy) Distinguished Honor Graduate – 08/20XX

EXPERIENCE

Information Technology Specialist

U.S. ARMY

10/20XX – 05/20XX

El Paso, TX

- Maintained, processed, and troubleshoot computer systems/operations, providing technical support and configuring security equipment for team of 642 staff members
- Disseminate guidance, procedures, and policies regarding computer security
- Reviewed threat and vulnerability assessments, recommending cost-effective security countermeasures and recovery plans for network data
- Studied latest market trends and researched current information technology advancements
- Worked with portable network systems capable of supporting up to 1,000 users in deployment

Human Resources Specialist

U.S. ARMY

2/20XX – 09/20XX

Fort Hood, TX

- Provided support for 30+ soldiers on overall welfare and well-being while assisting leaders with keeping soldiers combat-ready and effective
- Assisted on all human resource support, i.e. soldier in-processing, updated healthcare documentation, tracked promotional status changes, and provided briefs for leadership meetings
- Oversaw physical assessment for strength management, strength distribution actions, and safety protocol on a yearly basis

Platoon Leader

U.S. ARMY

08/20XX – 01/20XX

Fort Hood, TX

- Supervised a 50-person team, provided individual coaching and mentorship to foster professional development
- Developed and facilitated a comprehensive training program that led to 100% certification of critical tasks and team's excellence in light infantry
- Ensured equipment's operational readiness by scheduling and overseeing regular maintenance of vehicles and radio equipment, valued at more than \$2 million

SKILLS & CERTIFICATIONS

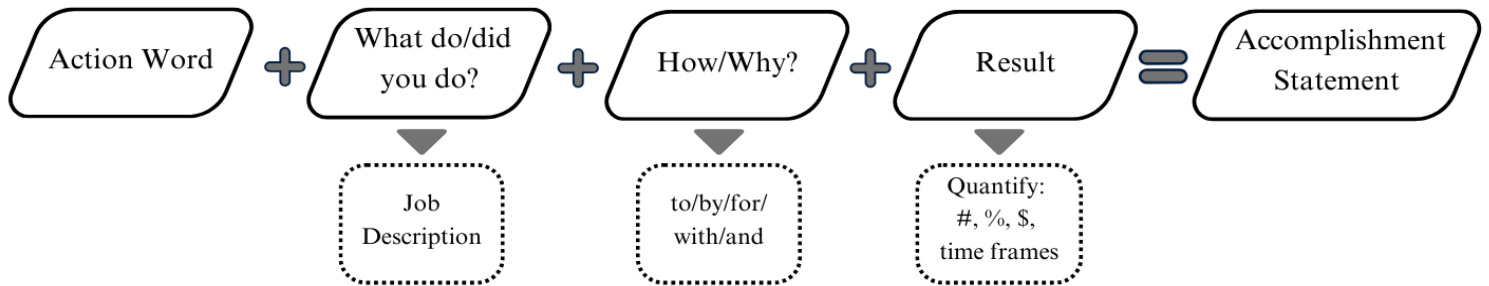
- Familiar with cyber security, network security
- Knowledgeable in JavaScript and SQL
- Previous security clearance
- Project Manager (Coursera Career Academy)

05/20XX

Accomplishment Statements

Accomplishment Statements are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

See examples of accomplishment statements in the “Experience Section” on page one.



Action Words

Verbs that strongly promote your skills and accomplishments.

Communication (Oral/Written)

Address	Demonstrate	Express	Review
Author	Draft	Interpret	Speak
Share	Edit	Persuade	Write
Convey	Negotiate	Present	Respond
Network	Connect	Promote	

Teamwork/Collaboration

Assist	Consolidate	Organize	Schedule
Brainstorm	Construct	Orient	Supervise
Calculate	Demonstrate	Plan	Support
Collaborate	Envision	Process	Unite

Critical Thinking/Problem Solving

Analyze	Devise	Increase	Research
Assess	Diagnose	Integrate	Supervise
Compare	Evaluate	Measure	Synthesize
Determine	Execute	Organize	Verify

Technology

Access	Design	Implement	Maintain
Analyze	Develop	Integrate	Manage
Calculate	Engineer	Install	Troubleshoot
Coordinate	Program	Launch	Organize
Deliver			

Leadership

Administer	Encourage	Guide	Oversee
Assess	Establish	Manage	Recruit
Clarify	Facilitate	Mentor	Supervise
Create	Direct	Motivate	Train
Delegate			

Professionalism/Work Ethic

Achieve	Deliver	Exceed	Produce
Act	Demonstrate	Handle	Reach
Adapt	Drive	Improve	Simplify
Evaluate	Establish	Implement	Work

Career & Self Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Resume Source: McAdams, L. (2017, November 21). Military to Civilian Resume Sample & Tips. Retrieved April 6, 2020, from <https://resumecompanion.com/resume-examples/military-to-civilian-resume-sample/>

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