

Michele Campos

Current Address (Optional) | Student01@berkeley.edu | (555-555-5555)

LinkedIn, blog or portfolio URL (optional)

SUMMARY OF SKILLS

- Provide strategic advice to team while completing challenging tasks, and assisted several superiors in cross-department goals.
- Analyze situations, identify problems and implement solutions
- Communicate effectively with team, leadership and customers

EDUCATION

University of California, Berkeley

Bachelor of Arts, Economics

May 2021

GPA or Major GPA is 3.0 or higher

Dean's List, three semesters

PROFESSIONAL EXPERIENCE

Security Specialist, US Army, Alameda, CA

August 2017 –December 2018

- Led and mentored a diverse team of 25 people, attaining a 5% increase in promotions and 20% decrease in turnovers
- Received recognition for reporting and documentation accuracy
- Achieved a “zero loss” period in 3 years of managing the security of different equipment worth \$125,000

605th Military Police Co. Oakland, CA

September 2015-August 2017

- Assist with base/state law enforcement
- Clearly communicate objectives and provide guidance to insure laws are being upheld and maintain the promotion of safety within the area
- Earn consistent commendations for devotion to duty with citations for excellence in rapidly resolving crisis situations, upholding law and order, relating effectively with culturally diverse populations and protecting property and lives

U.S. Army Reserves, Basic Training, Ft Leonard Wood, Missouri

September 2014-February 2015

- Trained to lead, inspire and perform under extreme conditions
- Worked under pressure and made educated decisions in a timely manner
- Utilized critical reasoning skills to manage situations to ensure optimal outcomes

ADDITIONAL WORK EXPERIENCE

Use this section to document work history; bullets are not required

Mobile Solutions, Fort Walton Beach, FL **Sales Representative**

2010-2012

Jamieson & Associates, Inc., Fort Walton Beach, FL **Compliance Officer**

2009-2010

AWARDS & HONORS

Do not list every military award received; keep your audience in mind

Include memberships in professional and campus organizations

Carolina Veterans Organization, Treasurer (20xx-present)

LANGUAGES & SKILLS

List languages (and skill level), technical skills, information you think will reflect your qualifications