

## NAME

Current Address (Optional) | [Student01@berkeley.edu](mailto:Student01@berkeley.edu) | (555-555-5555)

LinkedIn, blog or portfolio URL (optional)

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### HIGHLIGHTED PROFESSIONAL SKILLS /ACHIEVEMENTS

- ✓ Provide strategic advice to team while completing challenging tasks, and assisted several superiors in cross-department goals.
  - ✓ Analyze situations, identify problems and implement solutions with noted efficiencies and cost savings.
  - ✓ Communicate effectively with team, leadership and customers to meet goals and answer queries.
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### 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

#### 605<sup>th</sup> Military Police Co. Oakland, CA

September 2015-August 2017

- Assisted with base/state law enforcement
- Communicated objectives and provide guidance to Insure laws are being upheld and maintain the promotion of safety within the area
- Earned 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-other than English), technical skills, information you think will reflect your qualifications