

JSOM VET FRIENDLY RESUME TEMPLATE (remove prior to using)

JANE DOE

Dallas, TX; 972.972.972; jane.doe@utdallas.edu

<http://www.linkedin.com/public/janedoe>

EDUCATION

The University of Texas at Dallas

B.S., Business Administration; Minor in Finance

May 2024

GPA 4.0

EXPERIENCE

U.S. Army

Platoon Sergeant

September 2018 – December 2019

- Directed employee activities to achieve and maintain a highly productive workforce
- Provided recommendations to manager following research on matters including discipline, reassignment, promotion and incentive awards
- Developed 7 special training programs to meet unique needs and/or resolve problems; evaluated instruction and performance outcomes
- Evaluated personnel requirements annually and recommended assignments of 50 workers in the organization increasing performance by 25%
- Set policy and determined procedures resulting in the training of junior and mid-level leadership to meet implementation schedules

Squad Leader

June 2015 – August 2018

- Planned and implemented 50 annual training and operational activities to ensure a productive work environment
- Evaluated job performance, completed evaluation reports, and set standards for 75 workers
- Provided guidance to workers to understand responsibilities, identified problem areas, and outlined corrective actions □ Delegated work responsibilities to 10 employees and acted as labor relations advisor to organization manager

Squad Member

April 2013 – May 2015

- Diagnosed problems and performed minor maintenance and repairs on 100+ vehicles following detailed procedures in technical manuals and publications
- Maintained full accountability for equipment and supplies totaling \$1MM
- Aided 12 team members understand and identify electrical and mechanical problems resulting in the recommendation for specialized repair services

ACADEMIC PROJECT

Business Communication

January 2021 – March 2021

- Developed a 10-page proposal about employee training and conflict resolution policies
- Designed 30-minute interactive Prezi presentation to educate 50 students about employee mediation

LEADERSHIP EXPERIENCE

UT Dallas Naveen Jindal School of Management Dean's Council

September 2020 – Present

- Initiated a strategic plan to increase student awareness and utilization of campus recycling by 100%
- Established the council's website and implemented a social media campaign which increased student usage by 50%

ADDITIONAL INFORMATION

Technical: MS Office, STATA, InDesign, HootSuite, Pinterest, Drupal, Blogger, and Prezi

Languages: Advanced Spanish and Conversational Japanese

Security Clearance: TOP SECRET

Eligibility: Eligible to work in the U.S. with no restrictions