

## Name

### Current Address:

123 1<sup>st</sup> ave  
Somewhere, XX ?????

email@email.com  
Phone number

### Permanent Address:

address

## EDUCATION

**Indiana University, Kelley School of Business**, Bloomington, IN  
Bachelor of Science in Business  
Major: Finance

December 2018  
GPA 3.83/4.00

- Dean's List Spring 2016
- Semi-Finalist in Macy's Case Competition

**Community college**, somewhere, WA  
Associate of Arts in Transportation Management  
• Phi Theta Kappa Honor Society

May 2014  
GPA 3.80/4.00  
May 2012

## EXPERIENCE

### **United States Air Force – Seattle, WA**

DATE – DATE

#### *Cargo Processing Supervisor*

- Solidified Transportation Management Office and Department of Land merger by coordinating the movement of 18 tons of cargo validating the joint base transition plan weeks before deadline
- Guided 14 personnel through Unit Effectiveness Inspection preparation ensuring our section complied with 114 checklist items resulting in a very high “effective” rating
- Inspected and validated the air worthiness of 198 tons of cargo insuring the Air Wing is deployment ready
- Developed a Microsoft Excel tracker to determine when Airmen are within 30 days of becoming overdue on annual/bi-annual training

### **First Term Airmen Center (United States Air Force) – Seattle, WA**

February 2014 – January 2015

#### *Non-Commissioned Officer in Charge*

- Managed newcomer program by scheduling 570 briefings in an 8-month span resulting in the Air Mobility Command Chief Master Sergeant's recognition
- Secured and organized 810 documents in preparation for auditing leading to multiple error-free audits

\*Held Top Secret security clearance\*

## ACTIVITIES

### Club – Bloomington, IN

September 2015 – Present

#### *Treasurer*

- Resurrected the \_\_\_\_\_ club at Indiana University, raised \$230, and established a budget to support monthly activities for 300+ students
- Designed a process that reaches out to incoming students, providing them with detailed information on the use of their benefits

## SKILLS/INTERESTS

- |                         |                   |            |
|-------------------------|-------------------|------------|
| • Microsoft Excel       | • Leadership      | • Sudoku   |
| • Quantitative Analysis | • Time-Management | • Reading  |
| • Problem Solving       | • Resilient       | • Crossfit |