

Name

Current Address:

123 1st 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

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

December 2018

GPA 3.83/4.00

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
- Quantitative Analysis
- Problem Solving
- Leadership
- Time-Management
- Resilient
- Sudoku
- Reading
- Crossfit