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# John Doe

City, ST | (000) 000-0000 | email@email.com

Citizenship: US Citizen  
Veteran's Preference: YES  
Desired Job Industry: Military  
Highest GS (General Schedule) Grade: N/A  
Security Clearance: N/A  
Desired Location:

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## RESUME OBJECTIVE

An insightful and result-driven professional with more than 10 years of experience in the information technology industry, specializing in installation, configuration, and maintenance of computer hardware and peripherals. Exhibits a strong focus on project and team management as well as a proven history of success in fostering a positive team environment to increase efficiency and productivity. An enthusiastic instructor with a coaching mentality committed to assisting others and demonstrating a lead by example attitude while collaborating with others to ensure a unified approach and operational excellence. Possesses original mind, long-range vision, and superior drive for implementing ideas and achieving goals combined with the capability of working both independently and collaboratively. Displays expertise in cyber operations and new employee onboarding while providing an exceptional customer and mentoring experience. Exemplifies exceptional time management and organizational abilities, as well as the ability to multitask and prioritize in a fast-paced, deadline-driven environment, most notably through the management of multiple complex projects from initial planning to completion. Recognized for confidently leading teams and staff members, achieving excellent final results, and making decisions based on logic and in-depth analysis. Utilizes extensive technical knowledge combined with proficiency in using Microsoft office applications to achieve outstanding results. Displays integrity and a professional attitude while feeling comfortable with public speaking. Exhibits superior interpersonal skills in regular communication with customers, students, and coworkers, as well as various outside representatives.

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## EXPERIENCE

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### United States Army

City, ST

03/17 – Present

Salary: \$ N/A

Hours per week: N/A

Series: N/A

#### **Senior Signals Intelligence Instructor**

In charge of onboarding new employees in the process of gaining access to the program and properly welcoming them while establishing work culture and outlining the norms of the enterprise. Establishes a consistent culture among existing and new members and clarifies the rules necessary for the organization's proper functioning, while also facilitating preparation for future tasks. Maintains effective communication channels with a variety of external agencies. Ensures the baseline training of the incoming members while evaluating each individual's progress and providing feedback on their strengths, weaknesses, talent, areas for development, and areas of interest.

- Within the first year, trained 100% of all new employees, demonstrating the ability to produce high-quality results
- Conducts security training and other appropriate training sessions for 97% of the organization's employees
- Created a new training agenda and set of requirements to ensure operational excellence at all levels of the organization
- Successfully managed an 80-hour schedule twice per month

## **US Army Operational Support Element**

### **City, ST**

09/14 – 03/17

Salary: \$ N/A

Hours per week: N/A

Series: N/A

### **Senior Intelligence Analyst**

Functioned as an instructor for a highly technical course in the field of electronic work. Oversaw and managed more than 20 students while coordinating exercises and field exercises between multiple agencies such as the FBI, CIA, NSA, and US Marshals. Certified students for modes 1, 2, and 3 for the standards of the organization. Assumed the role of a lead instructor for the introduction of Linux and 802.11 courses. Mentored students to ensure their success and graduation.

- Reconstructed and implemented a new technical course with a focus on cyber operations
- Designed, configured, and supported Linux servers, displaying a strong understanding of configuration management tools
- Demonstrated expertise in hardware setup and troubleshooting network switches, routers, and firewalls

## **Army Network Warfare Battalion**

### **City, ST**

06/10 – 09/14

Salary: \$ N/A

Hours per week: N/A

Series: Pay Plan: N/A

### **Computer Network Operator**

A team leader accountable for refining TTTs for the commander and leading national-level requirements to technical-level execution. Demonstrated strong problem-solving skills by identifying, correcting, and resolving file as well as system errors. Performed data processing operations as well as backup procedures to reduce the risk of data loss. Ensured operation of equipment by completing preventive maintenance requirements and tests while following manufacturer's instructions.

- Formulated new TTTs for cyber operations, simultaneously taking responsibility for the overall IT and network operations, including configuration, maintenance, monitoring, troubleshooting, and repair
- Established a baseline for the training of future electronic warfare specialists, concurrently displaying outstanding coaching and talent development abilities
- Served as a subject matter expert in cyber operations at a practical level

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## **PROFESSIONAL CERTIFICATIONS**

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Signals Intelligence Analyst ADV LDR	2017
Computer Hacking Forensic Investigator version 3	2014
Certified Ethical Hacker version 6.0	2012

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## **COURSEWORK**

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<b>Operations Training Course</b>	2011 – 2012
US Army, Department of Defense	
<b>Apprentice Operational Elint Course SIGE 3110 (120 hours)</b>	2011
National Security Agency/ Central Security Service, National Cryptologic School	

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## **EDUCATION**

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<b>Bachelor of Applied Sciences –Liberal Arts and Sciences</b>	2010
University, City, ST	