**First Last Name**

City, State Zip Code

Phone Number

[Email](mailto:Parlajacob@gmail.com) Address

**Objective:** Sales professional seeking to leverage 5 years of experience in retail sales and customer service as a Sales Manager with X company.

# HIGHLIGHT OF QUALIFICATIONS

*RECRUITING*

* Interacted with candidates and their parents on a daily basis.
* Highlighted the benefits of military service*.*
* Surpassed recruitment goals by 15% annually.
* Visited over 100 local high schools and community colleges to attract highly qualified candidates.
* Recognized for consistently exceeding recruitment goals for quantity and quality over a 24-month period.

*TRAINING*

* Indoctrinated 150 new recruits in the traditions and practices of the Marine Corps
* Physically and mentally challenged new recruits, preparing them for a wide range of national security related assignment.
* Trained new recruits on the use of various weapon systems.
* Achieved 95 % unit proficiency.
* Created and implemented a comprehensive training program, to include classroom instruction and lecture.

*MANAGEMENT*

* Led and directed activities of a 10-member team; improved both their individual and team skills*.*
* Counseled and mentored subordinates, evaluate their performance, and provided development advice
* Assisted in writing comprehensive regional Standard Operating Procedure (SOP).
* Supervised and prioritized the daily work and operations of 30 personnel maintaining 100% safety.

# EMPLOYMENT HISTORY

San Diego, CA, *Recruiter, U.S. Marine Corps* - June 2012 - Present

San Diego, CA, *Drill Instructor, U.S. Marine Corps*- May 2009 – May 2012

Okinawa, Japan, *Squad Leader, U.S. Marine Corps* - June 2007 – May 2009

**EDUCATION AND TRAINING**

A.S. Business Administration, Name of the School – Location, 2019

U.S. Marine Corps Recruiters School – San Diego, CA, 2012

U.S. Marine Corps Drill Instructor School – San Diego, CA, 2009

U.S. Marine Corps Basic Training – San Diego, CA, 2006

**AWARD RECOGNITION**

Meritorious Achievement Medal (2)

U.S. Marine Corps Commendation Medal (3)

Humanitarian Service Medal