**First Last Name**

City, State Zip Code

Phone Number

Email Address

**Professional Summary**

Six years of experience in managing, training, and leading teams in various environments. Add relevant information.

**Skills**

|  |  |
| --- | --- |
| * Bilingual (Russian/English)
* Risk assessment
* Highly Organized
* Training and development
* Critical thinking
 | * Active Top Secret Clearance
* Time Management
* Strong leader
* Active listening
* Excellent communication
 |

 **PROFESSIONAL EXPERIENCE**

*Security Guard*, U.S. Marine Corps – Location Month 2016 - Present

* Formulated 12 operational plans for Embassy security operations
* Conducted 4,250 hours of armed security at diplomatic facilities abroad
* Supervised facilities maintenance for the living quarters of 15 subordinates
* Add more relevant information. Another two bullets.

*Supervisor*, U.S. Marine Corps – Location Month 2015 – Month 2016

* Supervised a crew of 41 in daily operations, including evaluation and discipline
* Organized multi-day training events for 41 subordinates, resulting in increased job proficiency
* Mentored and trained three team leaders on operating procedures and leadership
* Add more relevant information. Another two bullets.

*Team Leader*, U.S. Marine Corps – Location Month 2014 – Month 2015

* Supervised a crew of 12 in daily operations, including evaluation and discipline
* Monitored $1,500,000 worth of equipment during numerous training exercises
* Educated a crew of 12 in standard operating procedures, equipment use, and planning processes
* Add more relevant information. Another two bullets.

*Manager*, Ryan’s Produce – Location Month 2009 – Month 2013

* Managed six employees in daily operations
* Increased sales by 20% through the use of promotions
* Managed $10,000 in daily inventory
* Add more relevant information. Another two bullets.

**First, Last Name**

 **EDUCATION AND TRAINING**

AA Business Management, School – Location, 2019

**Advanced Leadership and Management Course**, School – Location, 2015