

Sample Junior Military Officer Resume

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EDUCATION:

United States Military Academy West Point, NY

Bachelor of Science, 2001 GPA: 3.1

- Chosen by a board of peers and superiors to serve as the Chairperson for Health Awareness responsible for the health education
- Elected to serve as national board member representing all New York, New Jersey and Pennsylvania schools BACCHUS & GAMMA chapters for two consecutive terms.
- Activities include: Theatre, Orienteering Team, Speech, and Choir.

UNITED STATES ARMY

Captain, Operations/Training Officer Ft. Lee, VA June 2005 – June 2007

Training administrator for a battalion consisting of 500 quartermaster personnel. Supervised and coordinated all essential training events, tracked training statistics, and ensured the availability and readiness of all essential training resources

- Supervised and counseled several subordinates in the operations section while serving in a Major's position for 4 months.
- Hand picked to serve as Rear Detachment Commander for over 100 deployed soldiers. Responsible for all logistics, personnel, equipment accountability and all family issues throughout the deployment.
- Directly responsible for the coordination and reception of personnel redeploying. Coordinated with outside agencies for support for soldiers and their families.

Lieutenant, Petroleum Operations Officer Arifjan, Kuwait May 2004 – May 2005

Operations officer deployed in support of Operation Iraqi Freedom. Responsible for daily theatre bulk petroleum support to both US and coalition forces; managed the daily theatre fuel quality surveillance and provided technical support to two mobile petroleum laboratories.

- Responsible for monitoring the quality of over 15 million gallons of fuel in bulk storage. Ensured that over 135 million gallons of fuel delivered into Iraq was on specification for use by the United States Army, Air Force, Marines and coalition forces.
- Directly coordinated with Kellogg, Brown and Root for the implementation of contracts for fuel dispatch and transportation procedures which allowed soldiers to redeploy while sustaining support of forces throughout Iraq.
- Provided technical guidance to all petroleum assets on petroleum product suitability.

Lieutenant, Battalion S-1/Adjutant Ft. Lee, VA June 2003 – April 2004

Adjutant/Personnel Officer for a 375-soldier multi-functional quartermaster battalion. Responsible for establishing plans, policies and procedures for all personnel actions to include evaluations, awards, public affairs, legal, finance, promotions, reenlistments, postal, equal opportunity, orders and special duty programs for all assigned soldiers.

- Processed over 200 evaluations and awards during tenure in this position with zero reported late to the Department of the Army.
- Directly supervised three senior non-commissioned officers and five lower enlisted soldiers.
- Hand picked to deploy to Kuwait and serve as the Assistant to the Brigade S-1/Adjutant in support of over 3000 soldiers.

Lieutenant, Executive Officer/Platoon Leader Ft. Lee, VA December 2001 – May 2003

Executive Officer and Platoon Leader in a direct support Field Service Company supervising and managing responsive combat shower, laundry and clothing repair teams. Responsible for the maintenance and accountability of equipment valued in excess of one million dollars and supervised over 38 personnel.

- Supervised the upload, transport, staging and integration of equipment during Operation Bright Star in Egypt. Directly responsible for processing over 76 tons of laundry during 24 hour operations.
- Emplaced a maintenance program which increased equipment operational rating to over 90%.
- Received unprecedented installation level accolades for the security of weapons, equipment, buildings, and information.

ADDITIONAL INFORMATION:

Secret Security Clearance; Proficient in Microsoft Office; Excellent interpersonal skills; Recipient of academic and service awards.