

Example Junior Officer Resume

Education

MBA 2021, Boston University (3.9 GPA).

BS, Political Science 2016, Ohio State University (3.2 GPA).

- Dean's List seven consecutive semesters.
- Distinguished Military Graduate.
- 100% of college expenses funded by a combination of scholarships and part-time employment.

Activities

College: Team Captain, Ranger Challenge; Captain, Varsity Baseball; Fellowship of Christian Athletes Representative; and Vice President of Foreign Affairs Club.

Work Experience: 6/16-Present - Captain, United States Army.

11/20-Present: Plans and Operations Officer: Responsible for the long range planning and day to day operations of a 300 soldier unit. Coordinated the allocation of equipment, material and personnel to accomplish operational goals. Developed training programs designed to build individual skills while increasing teamwork and cohesion throughout the unit. Managed a training and travel budget of over \$250,000.

- Reduced travel and equipment costs by over 50% through restructuring budget priorities.
- Initiated, developed and carried out several international projects involving over 200 personnel and \$15 million worth of equipment.
- Rated in top 5% of all Captains in the Brigade and received the Army Commendation Medal for superior performance of duties.

6/18-11/20: Battery Executive Officer: Second in command of a unit-supervised maintenance program, training and operation of 106 member artillery firing battery, 24 vehicles, and 6 howitzers.

- Achieved a No Faults noted rating from the Inspector General of 82D Airborne Division on two separate Operational Readiness Survey inspections conducted the day prior to assuming the mission as the first artillery firing battery to go to war in the event of an international military emergency.
- Raised battery maintenance level from 60% to 98% in 5 months.
- Responsible for over \$650,000 worth of radios, weapons, vehicles and other related equipment without a single loss noted.
- Decreased supply inventories by incorporating a "Just in Time" logistics plan, reduced storage and transportation requirements and freed up trucks that could be used for other missions.

7/16-6/18: Platoon Commander/Battalion Fire Direction Officer: Led a platoon of 70 soldiers. Responsible for all training, personnel evaluations and the overall job performance of the platoon. Additionally, was responsible for the safe and accurate firing of artillery pieces and the electronic computation of firing data.

- Received Army Achievement Medal with Combat Distinguished Device for superior performance of duties.
- Platoon was rated "outstanding" in all areas of technical artillery firing and digital communications on four separate evaluations - only platoon so rated.
- Developed and executed training plan for successful Brigade Evaluation of the Fire Direction Center
- Implemented a comprehensive retraining program for 40 personnel to facilitate proper integration and maintenance of new electronic equipment.

Personal: Enjoy all outdoor activities, running, swimming, cycling, and travel. Proficient user of MS Word and MS Office Suite