**Joe D. Customer**

555 Anystreet Ave, Bend, OR 97702

555-555-5555 joe.d.customer@gmail.com

**OBJECTIVE**

I am an experienced, knowledgeable and motivated team player that would like to work as a (specific occupation) for (specific company).

**SKILLS**

• Extensive experience ensuring the safety and security of people and/or company assets

• Capable of working independently or as a part of a team in a rapidly changing work environment

• Able to organize and coordinate personnel and effectively manage projects

• Capable of demonstrating preparedness and exhibit behaviors for proper emergency response procedures

• Comprehensive understanding and use of various security devices, scanners, audio and video systems

• Very good troubleshooting and problem solving skills

• Superior time management, written and verbal communication skills

• Punctual, honest and trustworthy

**EXPERIENCE**

**Motor Transport Operator (88M)** Oregon Army National Guard 08/06 – 06/14

Responsible for supervising and operating wheel vehicles to transport personnel and cargo. Part of the backbone of the National Guard’s support and sustainment structure, providing advanced mobility both on and off the battlefield. Safely operated all wheel vehicles and equipment over varied terrain and roadways. Managed all loads, unloaded, and oversaw the safety of personnel being transported as well as checking proper loading and unloading of cargo on vehicles and trailers. Employed convoy defense techniques and identified, corrected, and reported all vehicle deficiencies. Prepared vehicles for movement/shipment by air and rail.

**Dock and Housekeeping Manager** Dillard’s Department Store 05/98 – 08/06

As the Receiving and housekeeping manager for the Dillard’s there were many duties associated to the position. Opening the store, supervise employees throughout shift to improve quality and service of work being done. Screen potential employees, track hours for bonus purposes, counsel employees when needed and create a corrective action plan to change behavior. Verified all merchandise received via company trailer, UPS, FEDEX and other carriers. Assisted key personnel with maintenance and projects that needed to be completed. Verified all cash deposits before being picked up by a courier. Repaired or serviced various office equipment and point of sale registers when needed. Purchased supplies from local retailers utilizing company credit card.

**EDUCATION**

Central Oregon Community College Automotive Mechanical Technician 02/12 – 04/13

Mapleton High School High School Diploma June 1999

**MILITARY**

Oregon Army National Guard Honorable Discharge 08/06-08/14