

Sample Functional (Skills-Based) Resume

Recommended Format for Career Changers

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SUMMARY OF QUALIFICATIONS

- Six months as liaison officer to higher United Nations and Nordic Battalion Headquarters in the Former Yugoslav Republic of Macedonia.
- Four years progressive experience in problem solving, training, and decision making, with increasing responsibility.
- Extensive hands-on experience administering, planning and managing operations in the following areas: personnel/staff development, maintenance, supply operation, telecommunication and information management.
- Experience in Joint Task Force and multi-national operations.
- Security Clearance: Top Secret – Sensitive Compartmentalized Information from US Department of Defense.

EDUCATION

COLUMBIA UNIVERSITY, School of International and Public Affairs New York, NY
Master of International Affairs in International Security Policy and Western European Studies December 2016

LEWIS AND CLARK COLLEGE Portland, OR
Bachelor of Arts in International Affairs with a minor in Political Science January 2009

MANAGEMENT SKILLS

- Coordinated and organized Danish Engineers from United Nations Protection Forces, Zagreb, Croatia to train US soldiers in Land Mine Awareness.
- Arranged and planned for the Nordic Battalion / United Nations Preventive Deployment to train US personnel in snowmobile operations.
- Supervised 13-man team in the Nijmegen Four-Day Marches to 1st place finish, military component, in this international competition earning the Army Achievement Medal.

ORGANIZATIONAL SKILLS

- Administered \$25,000,000 in equipment for one year, with no losses.
- Organized and led seamless and orderly equipment transfer worth in excess of \$15,000,000.
- Managed eight-person staff responsible for 24-hour operations center during a 6-month deployment while serving with the North Atlantic Treaty Organization in Bosnia-Herzegovina.
- Developed contents of presentation given to Secretary of Defense William Perry, and US Army Europe, Commander, General William Crouch.

OVERSEAS EXPERIENCE

- Six-month deployment to the Former Yugoslav Republic of Macedonia as part of the United Nations Preventive Deployment, awarded the Army Commendation Medal, United Nations Medal and Armed Forces Service Medal.
- Six-month deployment to Bosnia-Herzegovina in support of the military provision of the Dayton Peace Accords – Operation Joint Endeavor / Guard, earned Army Achievement Medal (second award), NATO Medal and Armed Forces Service Medal (second award).
- Collaborated in the Haus Rissen Program, an exchange seminar regarding the economics of and the political situation in Germany.

WORK EXPERIENCE

- Program Analyst, International Team, US Army Corps of Engineers, Washington D.C. September 2014–Present
- Battalion Fire Support Officer, Captain, US Army, Germany March 2012-August 2014
- Battalion Targeting Officer, First Lieutenant, US Army, Germany May 2011-February 2012
- Platoon Fire Direction Officer, First Lieutenant, NATO, Bosnia-Herzegovina August 2010-May 2011
- Platoon Fire Direction Officer, First Lieutenant, US Army, Germany April-2010-August 2010
- Battalion Fire Support Officer, Second Lieutenant, UN Preventive Deployment, Former Yugoslav Republic of Macedonia September 2009-April 2010
- Company Fire Support Officer, Second Lieutenant, US Army, Germany January 2009- September 2009

OTHER SKILLS

Language German (Intermediate – Oral Comprehension and Speaking)
Computer IBM: MSOffice (Word, Excel, PP, Outlook), Smartsuite, GIS, SPSS