**NAME**

ADDRESS PHONE EMAIL

**OBJECTIVE**

A former U.S. Army Veteran seeking to obtain an intern position

**PROFESSIONAL PROFILE**

* 15 years of experience in military, working in team environments, as well as independently
* Gained 4 years customer service skills, effective in working in fast-paced environments
* Efficient in human relation skills, negotiation skills in escalated situations
* Proficient in Microsoft Office, Legal Processing Lexis-Nexis, Westlaw
* Exceptionally fast learner, self-motivated, reliable through years of experience in various fields, missions, work environments

**EDUCATION & TRAINING**

The University of Texas at San AntonioExpected Graduation: Month Year

Bachelor of Arts in Political Science and Criminal Justice GPA: 3.16

San Antonio College Graduation: Month Year

**Associate of Applied Science in Paralegal Studies**

United States Army Graduation: Month Year

**Primary Leadership Development Course** (PLDC), Alexandria, LA.

United States Army, Ft. Jackson, SC Month Year

Basic Training and Advanced Individual Training (AIT) Food Service Technician

**MILITARY EXPERIENCE**

**Logistics Supervisor;** US Army; Baghdad, Iraq Month Year – Month Year

* Managed a section of 8 military and 2 civilian personnel on a daily basis
* Provided processed equipment to over 10,000 civilians and soldiers
* Coordinated team to complete all requests accurately and on time
* Worked closely with other logistical shifts to coordinate efforts to meet existing and future material needs

**Personnel Assistant**; Texas Army National Guard; Dallas, TX Month Year – Month Year

* Reported to second-in-command at battalion level
* Maintained +/- 300 soldier personnel files including orders and contracts
* Created spreadsheet reports, military documents, and transaction letters
* Maintained publications library

**Food Service Supervisor**; Texas Army National Guard; Dallas, TX Month Year – Month Year

* Responsible for accountability of 25 military personnel
* Maintain Army standards for sanitation of kitchen and fed the battalion 400+ military personnel
* Provided training and guidance for 25 entry-level soldiers

**COMMUNITY INVOLVEMENT**

**Hospitality Committee/Usher Board**; Kingdom Life Christian Ministries Month Year - Present

**Volunteer;** San Antonio Habitat for Humanity Month Year – Present

**Volunteer Basketball Coach**; Boys and Girls Club Month Year - Present