

JOHN Q. PUBLIC

123 Main Street
Anytown, USA 12345

johnq@us.army.mil

555-555-5555 (W)
444-444-4444 (C)

PROPERTY DISPOSAL SPECIALIST

Job Announcement DRMS-02-9999

U.S. Citizen ★ Social Security Number: 999-99-9999

Highest Grade: WG-9 Step 5

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QUALIFICATIONS SUMMARY

Detail-oriented, mechanically proficient candidate with over 25 years of combined experience in the areas of materials handling, facilities management, inventory control, and construction. Versed in identifying and managing the dispensation of equipment and supply surpluses. Offer diverse skill set which includes financial management and accounting, employee supervision, record keeping, and equipment repair. Trained in hazardous materials handling and disposal. Technically proficient in utilizing software for records management, invoice processing, and materials ordering. Recipient of the Army Medal of Achievement (1999).

KEY PROFICIENCIES

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|--------------------------|-----------------------------|--------------------------------|
| ❖ Logistics | ❖ Facility Management | ❖ Resource Utilization |
| ❖ Framing / Construction | ❖ Property Management | ❖ Hazardous Materials Disposal |
| ❖ Materials Recycling | ❖ Heavy Equipment Operation | ❖ Property Inspection |

PROFESSIONAL EXPERIENCE

Electronic Worker (40 Hours / Week) **01/2003 to Present**

Department of Defense, Ft. Freedom
WG-9 Step 5, \$48,600 annually

Lt. G.I. Joe
555-555-5555
246 Defense Street
Militarytown, USA 24680

Maintain electronic components and communications equipment such as RF and AF amplifiers, power supplies, ground radar intercepts, mine detectors, and radio telephone equipment at Ft. Picket AFB. Perform visual inspections, standard operational testing, adjusting, and assemblies. Repair / replace defective equipment. Maintain records of calibrated equipment. Perform operational checks on COMSEC, ASA, and cryptographic / meteorological equipment. Troubleshoot computer systems and peripherals; replace parts and components as necessary. Assist with microcomputer installs, setup, upgrades, and configuration. Maintain logs on all computer issues for utilization reports.

- Conduct quality assurance inspections and provide consultation to unit members to ensure operational readiness.

Facility Manager (40 Hours / Week) **02/2004 – 02/2005**

U.S. Army Reserve
Sergeant, \$47,000 annually

Sgt 1st Class Jack Smith
555-555-5555
Airman AFB Aircity, USA

Managed, directed and supervised the general maintenance and upkeep of a six building complex in as a special assignment conjunction with the Special Operation Command Center. Ensured the performance of framing work, construction / inspection, electrical work, plumbing, and refuse collection and disposal. Resolved all building services issues related to HVAC, plumbing, electrical systems, custodial cleaning, pest control, and grounds maintenance. Handled credit card transactions and interacted with credit card company to resolve issues. Coordinated with vendors and ordered / maintained supplies. Employed fire prevention strategies and procedures.

Mobile Equipment Servicer (40 Hours / Week) **10/1998 – 01/2003**

Department of Defense, Ft. Freedom
WG-6 Step 5, \$37,500 annually

Cpt. G.I. Joe
555-555-5555
246 Defense Street
Militarytown, USA 24680

Provide maintenance and upkeep for ¾ to 5 ton trucks as a reservist. Perform preventive maintenance checks and services (PMCS). Inspect, diagnose, troubleshoot, and repair components. Locate and replace worn, broken, and damaged parts through visual and physical inspection. Utilize testing and diagnostic equipment to evaluate components; interpret readings. Re-calibrate equipment as needed.

Professional Experience (Continued)

Material Handler, MVO (40 Hours / Week)

12/1997 – 10/1998

99th RSC, SSH #88

WG-6907-05, \$34,200 Annually

Lt. Mike Jones

555-555-5555

246 Defense Street

Militarytown, USA 24680

Planned and coordinated the receipt of materials; oversaw inventorying, storage, preserving, shipment, and issuance. Serviced a wide variety of automotive, heavy mobile, and power support equipment. Completed preventive maintenance and work order services. Assisted management in all phases of daily warehousing operations. Operate material handling equipment and vehicles; maintain vehicle lineups for issue to units. Assist AOAP monitor with monthly samplings, fuel dispensing, and equipment dispatching. Logged receipt and storage of equipment to access inventory information and fill requisitions.

EDUCATION AND TRAINING

- Thumb Drive Awareness Virtual Training Course ▪ U.S. Army ▪ 2006
- Hazardous Waste and Spill Repose ▪ Center for Safe and Environmental Management Agency ▪ 2005
- Nuclear Densimeter Training (MC-1 Tester) ▪ Department of the Army ▪ 2002
- Hazardous Materials and Waste Generator Compliance Course ▪ U.S. Army ▪ 2000 (refresher course)
- Completed two semesters at J. Sergeant Community College ▪ 1995
- Possess high school diploma ▪ 1989

LICENSES AND CERTIFICATES

U.S. Government Motor Vehicle Operator License ▪ Current

Motor Transport Operator - Phase I ▪ 1997

Motor Transport Operator - Phase II ▪ 1998

Certificate of Service – 10 Year Recognition ▪ 1996

Performance Award Certificate (Defense General Supply Center) ▪ 1992

Certificate of Training – Field Wireman Course ▪ 1990