

JIM A. SMITH

2737 Jonathon Parkway, Goodtown, OH 40000
Mobile: 123-123-1234; JSemail@ispprovider.com

EDUCATION:

B.A. – Criminology – Auburn University – 2000

- Served as the Men's Rowing Team Captain
- Awarded a full three year academic scholarship
- Vice president - Delta Tau Delta Fraternity
- Maintained full-time student status while working over 20 hours a week

U.S. Army – Captain – Cavalry (2000 – present)

Schools: Military Leadership instructor's course; Army Parachutist School; Armor Officer Basic Course; Scout Platoon Leaders Course; Mortar Platoon Leaders Course

EXPERIENCE:

08/04-Present

Military Science and Leadership Instructor (Denison University): Head instructor for freshman military science course at Denison University. Responsible for instructing cadets in basic officership including military history, customs and traditions, leadership, and values and ethics. Responsible for all recruiting performed at Denison University.

- Increased the number of qualified cadets at Denison University by 300% through a rigorous personal recruiting effort.

06/03-06/04

Troop Executive Officer: Second in command of more than 130 cavalry soldiers. Developed and supervised the maintenance program to ensure operational readiness for over 30 combat vehicles and all equipment valued in excess of \$80 million dollars. Responsible for managing the Troop Operations center which tracks all troop movements and missions during Operation Iraqi Freedom.

- Personally selected by Squadron Commander over six other Lieutenants to the fill this position.
- Developed an innovative maintenance program which resulted in the highest Operational Readiness of three ground troop units in the squadron during Operation Iraqi Freedom.
- Developed and implemented a vehicle services program for over 30 combat vehicles; adopted as the squadron standard.

09/02-06/03

Scout Platoon Leader: Responsible for leading, managing, and training a team of 28 scout platoon soldiers. Supervised maintenance programs to ensure operational readiness of seven vehicles and associated equipment valued in excess of \$16 million. Planned, resourced, and supervised platoon training to maintain critical skills and combat readiness.

- Hand selected by Troop Commander over four other platoons to be the lead platoon during combat operations including the first U.S. unit to cross the Euphrates River.
- Designed and implemented the organization's equipment maintenance program which increased the operational readiness rate by 20%.
- Received a Bronze Star with Valor device for personal heroism during Operation Iraqi Freedom.

12/00-09/02

Mortar Platoon Leader: Led, managed, and trained a team of 31 mortar platoon soldiers. Supervised maintenance programs to ensure operational readiness of six Mortar carriers and associated equipment valued in excess of \$10 million. Planned, resourced, and supervised platoon training to maintain critical skills and combat readiness.

- Personally selected over 20 other officers to form the first mortar platoon in the squadron's history.
- Rated #1 out of seven similar units by qualifying with top ratings while deployed to the National Training Center.
- Developed and implemented platoon equipment maintenance program achieving an operational readiness rating of 95%, 15% above the squadron's average.

TRAINING:

Professional Selling Skills (PSS) course; Interpersonal Management Skills course; 7 Habits of Highly Effective People course; Arkansas Law Enforcement Training Academy Graduate (Basic/Advanced certificate).

PERSONAL:

Proficient in MS Windows, Microsoft Office Suite and Microsoft Project. Worked various part-time and summer jobs including park tour guide and restaurant service to self-support all collegiate extracurricular expenses.