

RESUME EXAMPLE 2:

SAM STONE

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(212) 123 – 4567 samstone@gmail.com

EDUCATION / CERTIFICATIONS

New York University – New York, NY **2020**
Masters of Science in Global Affairs, Transnational Security
Relevant Coursework: Peacemaking & Peacebuilding; Conflict Assessment; Economic Security; Cybersecurity

Chapman University – San Diego, CA **2017**
Bachelors of Art in Social Science

Top Secret DOD Security Clearance – Valid until Oct 2020
Anti-Terrorism Level II Officer, Defense Security Service – 2017
Certified Anti-Terrorism Specialist, Anti-Terrorism Accreditation Board – 2016

TECHNICAL SKILLS

Microsoft Office Suite: Mac and PC Proficient; Closed Circuit Television (CCTV); Digital Voice Recorder Systems (DVRs)

PROFESSIONAL EXPERIENCE

UNITED STATES NAVY – Various Locations **2009 – 2018**
Mobile Security Squadron 3 – San Diego, CA
Tactical Security Specialist

Managed a team of 20 personnel; responded to Anti-Terrorism / Force Protection requirements worldwide, providing maritime security and emergency preparedness where U.S. Navy infrastructure did not exist or required augmentation.

- Served as an Instructor for combatives, anti-terrorism, force protection, as well as flight line, pier side, convoy, and campsite security duties to upwards of 100 individuals at the executive level of management down to the lower echelon of the organization; logged over 3000 hours of instruction.
- Played a vital role in the units' visit, board, search, and seizure (VBSS) team; conducted maritime boarding tactics and emergency preparedness to capture enemy vessels, combat terrorism, piracy, smuggling, and to conduct customs, safety, and other inspections.
- Controlled access to sensitive information and Top Secret government vaults and equipment; performed fixed post operations, entry control point identification checks, vehicle, and baggage inspections.
- Led joint efforts on behalf of the U.S. government, local law enforcement, county Sheriff's Office, and State Department to facilitate emergency relief, assistance, and humanitarian programs.

Naval Air Station Whidbey Island – Oak Harbor, WA
Police Officer

Prevented, detected, and investigated violations of laws, rules, and regulations involving accidents, misconduct, and misdemeanor or felony crimes by performing motorized, biking, and foot patrols of the installation; area of responsibility included the entire base of 12,000 military and civilian personnel.

- Served as the Field Training Officer, leading teams of 12 personnel with full responsibility for work assignments, scheduling, performance reviews, disciplinary action, and long-term career planning/development/promotion.
- Acted as a first responder to all types of emergencies or volatile situations such as vehicle accidents, bomb threats, robberies, intrusion alarms, hazardous material incidents, domestic violence and other emergencies.
- Coordinated emergency response plans between security forces, fire department, and other government agencies.

AWARDS

Bronze Star; Meritorious Service Medal; Navy Achievement Medal; Presidential Unit Citation