

John E. Doe
123 Any Street
Hometown, KS 12345
Home # (123) 456-7890
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EDUCATION Campbell University, Buies Creek, North Carolina
Bachelor of Arts in Government, 1985 GPA 3.93

ACTIVITIES **High School:** Salutatorian; Outstanding Senior Male of 1981; Hi-IQ Quiz Bowl Team Member; National Honor Society; French National Honor Society; Varsity Football (All-Conference); Varsity Track & Field (Captain, All Conference, 3rd in State); Key Club.
College: ROTC Scholarship Winner; Cadet Battalion Commander; Distinguished Military Graduate; Varsity Track & Field (Conference Champion, Academic All-American, 8th in nation); College Republicans; North Carolina Student Legislature: Intern for U.S. Senator Charles Grassley.

MILITARY EXPERIENCE 05/85-Present: Major, Infantry, United States Army

AUG 96- PRESENT **Civil Affairs Company Commander**
Command a civil affairs company consisting of 10 officers and 22 Special Forces non-commissioned officers responsible for civil affairs operation in the Caribbean.

- Designed the battalion standard for setup of a civil-military operations center that has been recognized as the standard for the entire civil affairs community.
- Successfully planned and coordinated civil affairs support to the U.S. Marine Corps during Chinese migrant operations at Guantanamo Bay, Cuba and Wake Island.

DEC 95- AUG 96 **Civil Affairs Tactical Support Team Leader**
Supervised 4 soldiers and the planning, preparation, and execution of civil affairs operations specifically focusing on the Caribbean.

- Supervised and managed a 14-man team responsible for civil affairs support to British forces during Operation JOINT ENDEAVOR in Bosnia-Herzegovina.
- Singularly recognized as the best team leader of 30 within the battalion, warranting subsequent selection for company command.
- Selected for highly sensitive mission to train Canadian forces prior to their deployment to Bosnia.

JUN 94- MAY 95 **Observer-Trainer, Battle Command Training Program**
Mentored, trained and assessed battalion commanders and their staffs regarding decision-making, staff planning, coordination, and implementation of doctrine.

- Trained 14 battalion commanders and staffs.
- Staffed and produced three division-level operations orders that became the standard for training conducted throughout the U.S. Army.

MAR 93- JUN 94 **Operations Officers, Battle Command and Training Program**
Managed and supervised the operations section (4 soldiers and 3 civilians) responsible for coordinating the U.S. Army's Chief of Staff training program for division and corps commanders.

- Routinely prepared information and decision briefs and papers for the general officers foreign dignitaries, and political appointees.

JUN 91- MAR 92 **Operations & Plans Officer, 2nd Brigade, 82nd Airborne Division**
Planned, coordinated, and controlled a battalion external evaluation of soldiers, dozens of Air Force and Army aircraft, 100 vehicles, and over 100 square kilometers of terrain at a cost of over \$2 million.

- Set the standard for external evaluations within the division, which resulted in a change of the Division standard.

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**FEB 90-
JUN 91** **Rifle Company Commander**
Supervised and led 132 soldiers and the long range planning, training preparation and execution, morale, welfare, individual career development, and combat readiness of the company.

- Rated as best company commander of 16 within the brigade.
- Deployed company during DESERT SHIELD/DESERT STORM and successfully accomplished all assigned missions with no friendly loss of life including the capture of 300 Iraqi soldiers.

**MAR 89-
JUN 89** **Battalion Public Affairs/Civil Affairs Officer**
Managed and supervised the staff actions, training preparation and execution, individual career development, and the overall performances of the section (4 soldiers.)

- Planned, coordinated, and controlled the unit's participation in the 45th anniversary of D-Day in Normandy, France, requiring detailed coordination with the French Army, the American Embassy, and local officials and businessmen.
- Rated as best of 35 lieutenants in battalion.

**OCT 87-
MAR 89** **Company Executive Officer**
Managed and supervised the long range planning, training preparation and execution, supply functions, logistical support, and combat readiness of 300 soldiers.

- Designed a maintenance program, which increased company vehicle operational readiness by 15%.
- Selected as camp commandant for Cold Weather Training Facility in a remote region of the Italian Alps, ensuring the housing, feeding, and morale support for over 1,000 soldiers during a three-month period.

**JUL 86-
OCT 87** **Anti-Tank Platoon Leader**
Led 22 soldiers and the long range planning, training preparation and execution of tactical and combat operations.

- Designed a maintenance program, which increased platoon vehicle operational readiness by 12%.
- Selected as U.S. Army Europe's exchange officer with the French Army for one month.

**DEC 85-
JUL 86** **Rifle Platoon Leader**
Led 43 soldiers and supervised the long range planning, training preparation and execution of tactical and combat operations. Responsible for the morale, welfare, individual career development, and the overall performances of the platoon.

- Rated as second best of 35 lieutenants within the battalion.

**PROFESSIONAL
EDUCATION**

Regional Studies Course - Top 10% in Class
Psychological Operations Officers Course - Valedictorian of Class
Civil Affairs Officers Course - Valedictorian of Class
Command and General Staff College
Defense Language Institute - French - Top 10% in Class
Combined Arms Staff Services School
Infantry Officers Advanced Course - Top 10% in Class
Jumpmaster Course - Valedictorian of Class
Ranger Course
Infantry Officers Basic Course - Top 10% in Class

**ADDITIONAL
INFORMATION**

Fluent in French. Survival in German.
Hobbies include reading, running, and surfing the Internet.