

MILITARY TO CIVILIAN RESUME

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documents here



Milly Civil

(915) 444-5555 | mcivil@miners.utep.edu | in/millicivil

SUMMARY OF QUALIFICATIONS

- Four years of technical acumen and competency in computer systems installation, testing, maintenance, repair, and network administration
- Nine years in U.S. Army service, Rank: Sergeant Major
- Two years of supervisory and organizational skills experience leading a team of diverse staff in dynamic environments
- Strong proven track record of problem-solving success in high-pressure, operational settings
- Exceptional communicator, skilled in peer and team development

EDUCATION

Bachelor of Business Administration in Information Systems
The University of Texas at El Paso (UTEP)

05/20XX

Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

Honors and Awards

- Army Achievement Award (Advanced Individual Training: 20XX) - Commandant's List Recipient
- Army Achievement Award (Advanced Individual Training: 20XX) - Excellence as Squad Leader
- Army Achievement Award (Advanced Individual Training: 20XX) - Outstanding Soldier Class Recognition
- Army Achievement Award (383D QM Battalion HHC 20XX) - Excellence in Support - Best Warrior Competition
- Basic Leadership Course (Non-Commissioned Officer Academy) Distinguished Honor Graduate – 08/20XX

EXPERIENCE

Information Technology Specialist

10/20XX – 05/20XX

U.S. ARMY

El Paso, TX

- Maintain, process, and troubleshoot computer systems/operations, providing technical support and configuring security equipment for team of 642 staff members
- Regularly disseminate guidance, procedures, and policies regarding computer security
- Review threat and vulnerability assessments, recommending cost-effective security countermeasures and recovery plans for network data
- Study latest market trends and research current information technology advancements
- Work with portable network systems capable of supporting up to 1,000 users in deployment

Human Resources Specialist

2/20XX – 09/20XX

U.S. ARMY

Fort Hood, TX

- Provided support for 30+ soldiers on overall welfare and well-being while assisting leaders with keeping soldiers combat-ready and effective
- Assisted on all human resource support, i.e. soldier in-processing, updated healthcare documentation, tracked promotional status changes, and provided briefs for leadership meetings
- Oversaw physical assessment for strength management, strength distribution actions, and safety protocol on a yearly basis

Platoon Leader

08/20XX – 01/20XX

U.S. ARMY

Fort Hood, TX

- Supervised a 50-person team, provided individual coaching and mentorship to foster professional development
- Developed and facilitated a comprehensive training program that led to 100% certification of critical tasks and team's excellence in light infantry
- Ensured equipment's operational readiness by scheduling and overseeing regular maintenance of vehicles and radio equipment, valued at more than \$2 million

SKILLS

Extensive use of MS Office, Google Drive, and Cloud Management

Previous Security Clearance

Familiar with cyber security, network security

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	