

# Name Surname

Address: City, Country

Phone: (555) 555 5555  
Email: [email@domainname.tld](mailto:email@domainname.tld)

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## TARGET

To follow a career in **Supply Chain Management** as a quality focused individual with invaluable knowledge of managing projects, resources and staff in an effective and efficient manner; highly focused with a comprehensive understanding of logistics, procurement and the supply chain; committed to identifying and implementing continuous improvements in the supply chain.

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## EDUCATION

**Bachelor of Science in Business Administration, Minor in Economics** [GPA: 3.36/4.0] **year**  
High Point University, North Carolina

### *Trainings:*

**Nuclear Trained** – the U.S. Navy's Nuclear Propulsion Program **year**

*Core Modules:* machinery systems | electrical systems | technical mathematics | thermodynamics | chemistry | nuclear physics | heat transfer | radiation protection | nuclear reactor engineering | nuclear power plant operation.

### *Qualification:*

- Qualified in Submarine Warfare Insignia.
- Qualified Engine Room Supervisor.

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## INTERNSHIP

**Institution Name – City, ST** **May 2008-Jan 2010**  
**Seasonal Internship**

*Highlights in:* Insurance **May-Aug 2009 | Dec 2009-Jan 2010**

- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage.
- Handled customer's calls and directed them to appropriate representative.

*Highlights in:* Commercial Leading **May-Aug 2008**

- Processed commercial loan data from commercial loan applications utilizing Lexrule loan processing software.
- Used outputs from data to assist credit analyst in making recommendations regarding the client's creditworthiness.
- Determined member qualifications and recommended loan terms to management.
- Reviewed all credit, loan and collateral files to ensure that information was current and reported any concerns to the department manager.
- Analyzed information provided by clients to assist with finding appropriate loan programs.

## CAREER DEVELOPMENT

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### U.S. Navy

Jul 2010-Present

*Career Progression:*

#### **Primary Maintenance Supervisor**

Oct 2013-Present

- Directly involved in planning, coordinating, scheduling, and completion of all reactor plant maintenance.
- Supporting the collecting, interpreting, and maintaining all relevant plant data.

*Key Achievements:*

- Directed the completion of over 120 complex maintenance items since assuming the position.
- Demonstrated proficiency in submarine fire-fighting, damage control, and emergency response.

#### **Nuclear Trained Machinist Mate**

Jul 2010-Present

- Prioritized, supervised and inspected maintenance and testing of all propulsion plant related equipment onboard a nuclear powered submarine.
- Anticipated plant responses and made changes as required to ensure efficiency, safety, and production guidelines are met.

## SELECTED PERSONAL ACHIEVEMENTS & LEADERSHIP

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### **Founder of Pi Kappa Phi, Theta Tau Chapter – Chief Justice on the Standards Board**

- Solved internal disputes and evaluated any complaints or issues a brother was having.
- Conducted fact finding hearings whenever a brother was accused by a fellow brother or another organization of wrongdoing.

### **Student's in Free Enterprise [SIFE] – Active Teal Leader**

- Delivered a presentation on personal financial management to a local homeless shelter.
- Gensei-Ryu Karate Black Belt
- Brazilian Jiu-Jitsu Blue Belt

## MEMBERSHIP

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Member of Institution Name

## REFERENCES

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Supporting documentation and information furnished upon request.