**James Applicant**

Edmond, OR

555-555-1212

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**Overview**

Energetic and motivating leader with a proven ability to effectively manage both staff and long and short-term projects. A self-starter and strong independent worker who excels at analyzing products and procedures in order to generate new ideas that improve efficiency and production quality.

**Professional Experience**

**COMFORT, INC., Edmond, OR. MANAGER (20XX-Present)**

* Manage daily operations of a $1 million foam insulation company.
* Train and supervise work crews in more efficient product installation techniques resulting in reduced material waste by 20% and labor hours by 43%.
* Instrumental in developing sales team’s knowledge in the areas of building science and energy conservation in order to provide customers with the information to successfully plan for, and utilize, spray foam insulation.

**MILITARY BASE. Edmond, OR. DATA NETWORK MANAGER (20XX-20XX)**

* Managed command and control data network used to generate video representation of geographic area surrounding the ship. The team consisted of 38 individuals from four departments.
* Production Control Officer - Coordinated the efforts of 135 personnel utilizing 37,000-man hours. Completed 520 jobs totaling over $4 million during a 13-month refurbishment period.
* Assistant Command Duty Officer - Directed daily routine utilizing a duty section of 600 personnel from 12 different departments.

**MILITARY BASE. Edmond, OR. INSTRUCTOR PILOT (20XX–20XX)**

* Administered, coordinated, and supervised flight and academic training for the United States flight training program that encompassed over 200 instructors and 600 students in five units.
* Coordinated and supervised four Flight Commanders to ensure that pilot completion rates met quarterly and annual goals.
* Managed and scheduled 11 instructor pilots and 38 flight students to complete primary and intermediate level flight training.

**Education And Training**

* AUBURN UNIVERSITY, MBA in Finance, 20XX
* UNIVERSITY OF COSTA RICA, Bachelor of Arts in Business Economics, 20XX
* Aviator - Advanced Flight Training, United States Flight Patrol