

# JOHN SMITH

Baltimore, MD 21201

(XXX) XXX-XXXX

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## EDUCATION

University of Baltimore Baltimore, MD 20XX

***Bachelor of Science: Business Administration (Management Specialization)***

- Participated in the Merrick School of Business Mentorship Program
- Outreach Coordinator for the Maryland Veterans of the University of Baltimore
- Member Sigma Iota Epsilon, Iota Tau Chapter
- Transfer Success Coach, Achievement and Learning Center, Fall 20XX
- ALC Tutor, Managerial Economics (ECON-305) and Application of Decision Science (OPRE-315), Fall 20XX
- Dean's List, Spring 20XX
- GPA: 3.72

Anne Arundel Community College Arnold, MD 20XX

***Associate of Science: Business Administration***

- Graduated Magna Cum Laude
- Member Phi Theta Kappa Society, Omicron Theta Chapter
- GPA: 3.72

## MILITARY SERVICE

United States Coast Guard Boston, MA/ Woods Hole, MA 20XX-20XX

***Cutter Seneca/Sector Southeastern New England***

***Electrician's Mate First Class -- Engineering Department***

- Planned annual, semi-annual, quarterly, and monthly preventative maintenance procedures for nine mission ready stations.
- Conducted semi-annual employee reviews for five subordinates.
- Trained personnel on general military topics and advancement requirements.
- Forecasted prospective project budgets and time constraints ensuring proper completion dates.
- Maintained electrical distribution systems for 15 US Coast guard buildings and 20 vessels.
- Led department training program and department electrical safety program.
- Ordered replacement parts and maintained all divisional records of procurement.

## PROFESSIONAL AND LEADERSHIP EXPERIENCE

Advanced Power Control Inc. Crofton, MD 20XX-20XX

***Energy Management Systems Technician/Alerton Certified Engineer***

- Installed, maintained, repaired, and commissioned BACnet HVAC Control Systems in large commercial and government buildings and facilities.
- Implemented systems changes to blueprints, wiring diagrams, and DDC control sequences.
- Managed sub-contractors on systems construction, installation, and network architecture.
- Submitted field engineering variations to blueprints, schematics, and wiring diagrams.
- Conducted point to point wiring inspections between building automation system control panels and associated devices.
- Trouble-shooted and overhauled automation system errors with use of hardware and software applications.
- Trained building end users, third party commissioning agents, and property management personnel on automation system operations.

## SKILLS

***Computer Literacy***

- Proficient in Microsoft Office, Excel (including Solver Plug-in), Access, Word, and PowerPoint
- Proficient in Prezi online presentation software

***Clearance***

- Top Secret Security Clearance issued June 20XX

*Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy*