**First M. Last**

City, ST 36116

PMP (or other certification)

LinkedIn Link

**(XXX) XXX-XXXX email@gmail.com**

**Project Management • Operations Management • Senior Leadership / Administration**

**Professional Summary**

(follow this process: Expertise with XX years of experience within a large, diverse organization. Breadth of expertise in… A natural communicator, effectively liaising at all levels and across divisions, while guiding multifunctional teams toward a common goal. Utilize industry best practices to… ***Branch of service Veteran, XX security clearance***.)

**Areas of Expertise**

Project / Program Management Operations Management Senior Leadership / Director

Team Leadership / Mentor Training & Development Stakeholder Engagement

Communications / Space Systems Hardware / Software Information Technology / IT

**Career History**

**(If all experience with same company or military put company name or branch of military here)**

**Title, Company or division – City, ST XXXX – Present**

Overview of role

* Responsibility.
* Responsibility.
* Accomplishment.
* Accomplishment.

**Title, Company or division – City, ST XXXX – XXXX**

Overview of role

* Responsibility.
* Responsibility.
* Accomplishment.

**Title, Company or division – City, ST XXXX – XXXX**

Overview of role

* Responsibility.
* Responsibility.
* Accomplishment.

**Positions of Increasing Responsibility – Various Locations XXXX – XXXX**

**Education • Certification**

**BA**, History, Auburn University - Montgomery, AL XXXX

**PMP**, Project Management Professional Certification in progress, PMI XXXX

**Technology / Key Words**: XXXXX XXXXX XXXXX.