JOHN SMITH

John.smith@ubalt.edu   Baltimore, MD   XXX-XXX-XXXX

EDUCATION

University of Baltimore   Baltimore, MD   May 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   May 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   May 20XX-June 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.
- Oversaw 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   June 20XX-July 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.
- Troubleshot 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

Clearance

- Top Secret Security Clearance   June 20XX

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