

## Resumagic.com Sample Resume: Leaving the Military / Technical Instructor

### John Smith

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**QUALIFICATION SUMMARY:** Retiring from the United States Navy after 22 years of service. Organized, self-starter, detail-oriented, with excellent communication abilities and supervisory background. Specialized training and experience in the following capacities:

#### *Technical Instructor:*

- Earned "Master Training Specialist" designation by the United States Navy having provided instruction to more than 2,000 personnel in class sizes ranging from 10 to 40 students.
- As Instructor, prepared lesson plans and selected training materials (PowerPoint presentations, handouts, workbooks) for 20 courses on the following topics: nuclear reactor plant theory for power generation and propulsion; construction of nuclear reactor plants; operation of nuclear reactor plants; and theory, construction and operation of reactor plant instrumentation and control equipment.
- Provided evaluation reports and testing of trainees to determine competency level and offered individualized instruction to students as necessary.
- Awarded Coast Guard Achievement Medal for exceptional performance training personnel and officers on how to conduct the "Combined Federal Campaign."

#### *Electronics / Nuclear Technician:*

- Possess over 20 years of experience monitoring and operating nuclear reactor plants during critical and shutdown conditions. Performed reactor startups and shutdowns while monitoring plant parameters to ensure reactor safety.
- Trained to take action in the event of abnormal conditions to ensure operating limits are not exceeded and personnel safety is not jeopardized.
- Perform preventative and corrective maintenance on reactor instrumentation and control systems.
- Utilize test equipment, schematics, and technical manuals to diagnose system malfunctions to the component level.
- Supervise and train technicians on proper maintenance principles and techniques; lecture personnel on design, theory, and operation of reactor instrumentation and control equipment; and write performance reports to evaluate subordinates and trainees performance.
- Perform complex troubleshooting and repair operations on nuclear power indication and reactor control rod systems.
- Carry out maintenance on pressure and temperature instruments as well as water level and flow control systems, alarm and radiation detection indicators, and reactor protection systems.
- Complete routine technical functions such as set up, operation, maintenance, modification, circuit testing, calibration and troubleshooting of electronic and electromechanical systems.
- Coordinate the maintenance and repair of equipment.

#### *Education and Technical Skills:*

- Candidate, Associate in Applied Science in Technical Studies, NAME OF COLLEGE, (Expected graduation date: 2004).
- Graduate, Nuclear Power School (NPS) and Nuclear Power Training Unit (NPTU), UNITED STATES NAVY.
- Graduate, Electronics Technician Maintenance School and Electronics Technician Class 'C' School UNITED STATES NAVY (1987).
- Hands-on experience maintaining and repairing transistorized, solid-state, and microprocessor instrumentation and control equipment; soldering; IF and RF circuits; and HF and UHF radio communications equipment.
- Proficient in the following computer hardware and software: PC Clones; Microsoft Office 97 and 2000 (Excel, Access, Word, Power Point and Outlook).

**PROFESSIONAL EXPERIENCE**

**United States Navy (1984 to Present).** Promoted to Chief Petty Officer in 2000. Have completed diverse assignments including two tours of duty as a Technical Instructor, the Engineering Watch Supervisor on numerous ships, a six-month assignment as a Career Information Officer and have gained considerable experience as an electronics and nuclear power technician on numerous tours of duty. Repeatedly commended for superior performance of duties and for outstanding troubleshooting and problem solving skills. Assignments --

Assistant Engineering Dept. Master Chief (USS Name of Ship)	07/03 to Present
Production Resource Training Organization Leading Chief Petty Officer (Name of Shipyard)	06/02 to 06/03
Reactor Controls Division Leading Chief Petty Officer Qualified Engineering Watch Supervisor, Reactor Operator and Engineering Duty Petty Officer (USS Name of Ship)	12/00 to 05/02
Classroom Instructor, Training Coordinator, Interactive Display Equipment, Plant Operations Instructor, (Naval Nuclear Power Training Unit #0000)	01/98 to 11/00
RC Division Leading Petty Officer and Engineering Watch Supervisor (USS Name of Ship)	09/95 to 12/97
RC Division Leading Petty Officer and Engineering Watch Supervisor (USS Name of Ship)	12/93 to 08/95
RC Division Shift Leading Petty Officer and Instructor, Training Coordinator, NAME OF FACILITY, Quality Insurance Inspector (Location)	07/90 to 11/93
Training Division, Qualified SRO (USS Name of Ship)	02/90 to 06/90
RC Division and Training Division, Qualified RO and SRO (USS Name of Ship)	11/87 to 02/90
RC Division, Qualified RO and SRO (USS Name of Ship)	03/84 to 04/87

**MILITARY AWARDS**

- 3 Navy and Marine Corps Achievement Medals
- Coast Guard Achievement Medal
- 6 Good Conduct Medals
- 10 Letters of Commendation from Admirals and Commanding Officers
- Expert Pistol Medal