

I Need Ajob

XYZ Street
Savannah, GA 31419

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OBJECTIVE

Entry Level Information Technology Position

EDUCATION

Armstrong Atlantic State University Savannah, GA
Bachelor of Information Technology GPA 3.8/4.0 May 2005

SKILLS

Database Skilled in Oracle 8 Basics: PL/SQL, Triggers, Procedures
Programming Beginning level programming in C++, Visual Basic, Perl
Networking Networking Essential, TCP/IP, NT Workstation, Per to Per
Operating Systems Linux, Window 95/98, Window NT
Office Resources Microsoft Office Suite

WORK EXPERIENCE

Department of Justice/Bureau of Prison Atlanta, GA
Correctional Officer 1999 - Present

- Supervise over 2000 federal inmates while maintaining safe, orderly environment
- Resolve disputes with inmates and staff using professionalism and interpersonal communication skills
- Respond to complex and stressful situation such as escape attempts and riots
- Communicate effectively using both written and verbal communications skills

U. S. Army Variety of Duty Stations
Military Police Supervisor, Staff Sergeant 1990 - 1998

- Managed operations section of a military police company to include coordinating missions between four subordinate platoon consisting of 150 personnel
- Instructed weapons marksmanship and safety to as many as sixty law enforcement personnel on a bi-annual basis
- Led a ten member squad on a myriad of missions while deployed to extreme environment such as Saudi Arabia, Cuba, and Panama
- Provided humanitarian relief for victims of Hurricane Andrews and Haitian Migrants
- Assisted in resolving military and personal issues for soldiers and their families
- Conducted periodic personnel counseling and job performance appraisals
- Maintained government property valued in excess of \$3,000,000

HONORS AND AWARDS

Department of Justice
Three Special Act Awards; Employee of the Week; Academy Honor Graduate

U. S. Army
Six Army Commendation Medals; Four Army Achievement Medals; Three Good Conduct Medals; Two Humanitarian Service Medals; Numerous Letters of Commendation

AVAILABILITY

Upon two-week notice to current employer