

## FEDERAL RESUME SAMPLE #2

### Jamie Jones

111 W. Congress St.  
Charles Town, WV United States  
Day Phone: 1234567890  
Email: jamie\_jones00@apus.edu

Country of Citizenship: United States of America  
Veterans' Preference: 5-Points  
Hiring Authority: None

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**Availability:** **Job Type:** Permanent, Temporary, Term, Multiple Appointment Types  
**Work Schedule:** Full-Time, Part-Time, Job Sharing

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**Desired Locations:** United States—TX—Austin  
United States—TX—Houston  
United States—PA—San Antonio

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**Work Experience:** **United States Marine Corps**  
Marine Tactical Electronic Warfare Squadron 2  
Marine Corps Air Station  
Cherry Point, NC 28533 United States

**03/2015 - Present**  
**Hours per week:** 60  
**Quality Assurance Inspector**

**Duties, Accomplishments and Related Skills:**

MANAGE CONTRACTS for aircraft services and repair for approximately \$50 million in assets. Guarantee repair work is completed on time and according to specific contract requests, allowing aircraft to return to service quickly.

RESOLVE problems in contracts before issues arise and make recommendations to correct issues, preventing delays in repairs and achieving a 92% ready rate. Managed \$2 million worth of stock and successfully renegotiated contracts with agencies nearing contract completion, resulting in a 100% renewal rate.

REVIEW and INSPECT schematics and blueprints for quality assurance to ensure all necessary repairs were done according to standards. Maintain and coordinate inspection and maintenance records. Assign up to 6 repair technicians to aircraft and parts according to schedule and work requirements.

ANALYZE and REPORT on service bulletins and aircraft logbooks to Project Director. Present findings and new ideas to management based on analyzed data and proposed work. Propose possible solutions to streamline processes and cut costs. Recommendations for streamlining estimates in 2018 accepted by project managers and resulted in a 20% savings from the previous 12 months.

## FEDERAL RESUME SAMPLE #2

COMMUNICATE with contractors to order parts and materials needed for aircraft repair. Negotiate with contacts to ensure quality and fast shipment. Determine, recommend, and select parts to order and refill inventory based on current and projected needs.

**Supervisor:** Mateo Mackenson (555-555-5555)

**Okay to contact this Supervisor:** Contact me first

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### **United States Marine Corps**

Marine Tactical Electronic Warfare Squadron 3

Marine Corps Air Station, Airframes Division

Cherry Point, NC 28553 United States

**11/2012 – 03/2015**

**Hours per week: 50**

**Aircraft Maintenance Manager**

#### **Duties, Accomplishments and Related Skills:**

MANAGED and SUPERVISED 15 technicians servicing essential military aircraft and subsequent parts. Trained 8 staff members on proper protocol, work order completion and scheduling. Coordinated all leave requests and created weekly schedule, taking team workload into consideration.

MAINTENANCE and SERVICE ASSISTANCE performed to provide superior preventative and repair work to all military aircraft. Installed parts according to federal requirements and standards. Updated and maintained repair logs with zero errors, documenting all repair request and work completed on aircraft.

CREATED instructional course on proper inspection and repair protocol, resulting in the TRAINING of over 400 aircraft service technicians. Developed training program using Microsoft PowerPoint and recorded program to be shown on other U.S. bases. Updated program with new requirements as needed to maintain correct information and a high level of service.

REPAIRED and INSPECTED military aircraft according to maintenance manuals and service bulletins. Determined feasibility and method of repair for non-working and damaged parts. Conducted routine and sporadic inspections required by regulations to check problem areas. Inspected airframes for wear and defects. Aligned, fitted, assembled, connected, and installed system components using jigs, fixtures, measuring instruments, and power tools.

**Supervisor:** Jayla Williams (555-555-5555)

**Okay to contact this Supervisor:** Yes

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### **United States Marine Corps**

Marine Corps Detachment

Naval Air Station Whidbey Island

Oak Harbor, WA 98227 United States

**FEDERAL RESUME SAMPLE #2**

**06/2009 – 11/2012**

**Hours per week: 50**

**Aircraft Maintenance Supervisor**

**Duties, Accomplishments and Related Skills:**

SUPERVISED 20 repairmen, managing schedules and contracts. Trained repairmen on proper protocol for aircraft services according to federal aviation standards and regulations. Educated members on test equipment and ground support. Coordinated work with engineers, technicians, and other repair personnel on a daily basis.

ORDERED and MAINTAINED supply stock of over \$50,000. Ensured popular and frequently used parts were readily in stock, guaranteeing aircraft would return to service promptly. Examined new products for authenticity and correct part number. Evaluated and tested product samples for shop use, and recommended new products to higher officials.

**Supervisor:** Abraham Anand (555-555-5555)

**Okay to contact this Supervisor:** Yes

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**Education:**

**American Public University System**, Charles Town, WV United States  
Master's Degree, 02/2019

**Major:** Business Administration: Government Contracting & Acquisition

**Relevant Coursework, Licenses and Certifications:**

Advanced Business Solutions for Mission Support; Executive Program  
Manager's Decision-Making Skills; Strategic Management; Legal and Ethical  
Issues in Management

**American Public University System**, Charles Town, WV United States  
Bachelor's Degree, 05/2016

GPA: 3.5 of a maximum 4.0

**Major:** General Studies

**Relevant Coursework, Licenses and Certifications:**

Budget Development and Execution; Project Management using MS Project

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**Job Related  
Training:**

Federal Acquisition Regulation Certification, NCMA, July 20XX

Inspection Authorization, FAA, May 20XX

Aviation Electronics, United States Marine Corps, December 20XX

Airframe and Powerplant License, FAA, August 20XX

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**Language Skills:**

**Language**

**Spoken**

**Written**

**Read**

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Spanish

Advanced

Intermediate

Intermediate

## FEDERAL RESUME SAMPLE #2

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**Affiliations:** National Contract Management Association—Member  
Delta Mu Delta—Member  
Student Veterans of America—Member

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### References:

Name	Employer	Title	Phone	Email
Jim Wattis (*)	U.S. Marine Corps	Position Title	555-555-5555	@email.com
Maryanne Jones (*)	U.S. Marine Corps	Position Title	555-555-5555	@email.com
Sam Smith (*)	U.S. Marine Corps	Position Title	555-555-5555	@email.com

(\*) *Indicates a professional reference.*

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### Additional Information:

SECURITY CLEARANCE: Secret

SKILLS: MS Project; MS Office 2016: Access, Excel, PowerPoint, Word

AWARDS: Marine Corps Achievement Medal, 2016