Replace blue items with your personal information

# Mary Smith

**msmith@gmail.com**

Address Line 1

Address Line 2

City, State Zip

Phone Number

### Objective

I'm looking to transition the skills I learned in the military to a job working with computers or in an office. I'm interested in working with a team to help bring technology solutions to clients. I have basic computer skills but am looking to expand my technical knowledge and maybe even learn how to program and write code.

### Work Experience

**Starbucks**, Barista

April 2018

* I took customer orders and logged them into our computer system. I was responsible for creating a positive and welcoming environment to maximize customer satisfaction. I also made coffee drinks, specialized to customer needs. I performed daily inventory reviews and reported what items needed to be restocked. I was responsible for opening the restaurant and maintaining the safety of the shop during early morning hours.

**United States Army**, Infantryman

June 2011 - March 2018

* The infantryman supervises, leads, or serves as a member of an infantry activity that employs individual small arms weapons or heavy anti-armor crew served weapons, either vehicle or dismounted in support of offensive and defensive combat operations.

### Education

**McClintock High School**

High School or equivalent, May 2011