

*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