

IDENTIFYING INFO

Name
Address
Phone, Email

SUMMARY (OPTIONAL)

Highly motivated and dynamic professional with over 25 years of experience within the HR disciplines that include, but are not limited to, training and development, program management, and programming, planning, budget and execution of resources. Proven experience collaborating with senior management to develop and implement effective programs in the Department of Defense.

ACCOMPLISHMENTS (IN CCAR MODEL)

**Leading
Change** CHALLENGE
 CONTEXT
 ACTIONS
 RESULTS

**Leading
People**

**Results
Driven**

**Business
Acumen**

**Building
Coalitions**

ACCOMPLISHMENTS (CONTINUED)

**Leading
Change** CHALLENGE
 CONTEXT
 ACTIONS
 RESULTS

**Leading
People**

**Results
Driven**

**Business
Acumen**

**Building
Coalitions**

WORK HISTORY (TYPICALLY DOES NOT EXCEED TEN YEARS UNLESS A SIGNIFICANT ACCOMPLISHMENT HAS OCCURRED)

Dates **JOB TITLE, ORGANIZATION**
AGENCY, CITY, STATE, GRADE (IF APPLICABLE), \$SALARY
SUPERVISOR & CONTACT INFORMATION

- Descriptions may also be in the CCAR Model and may further demonstrate Executive Core Qualifications and Mandatory Technical Qualifications

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EDUCATION

DATES	DEGREE INFORMATION
SCHOOL NAME	CITY, STATE

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SCHOOL NAME	CITY, STATE

TRAINING/PROFESSIONAL DEVELOPMENT

DATE	COURSE TITLE, LEARNING INSTITUTION/TRAINING ORG
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**MANDATORY TECHNICAL QUALIFICATIONS NARRATIVE
(NOT TO EXCEED TWO PAGES)**

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