



City, ST, Zip Code



(123) 456-7890



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LinkedIn | Portfolio

## KEY SKILLS

- Training program development
- Operations & resource planning
- Vendor negotiation & cost control
- Digital systems implementation
- Cross-functional leadership
- Process improvement

# Pat Thomas

## Veteran Transition

Versatile military veteran with a decade of leadership across combat, logistics, and training roles. Demonstrates adaptability, process improvement, and people management—seeking to leverage these skills in a civilian operations-management position.

## PROFESSIONAL EXPERIENCE

### TRAINING & READINESS NCO

U.S. ARMY , FORT BENNING, GA | AUGUST 2013 – AUGUST 2023

- Designed and delivered 500+ training classes on leadership and technical skills, improving unit readiness by 40%
- Managed scheduling and resource allocation for a 300-member battalion, reducing training-related costs by 20%
- Implemented digital tracking system for training records, cutting administrative errors by 50%

### LOGISTICS COORDINATOR

U.S. ARMY , FORT LEWIS, WA | JUNE 2010 – JULY 2013

- Coordinated procurement and distribution of \$10M in supplies, maintaining 99% stock accuracy
- Negotiated vendor contracts, achieving 15% cost savings on equipment rentals
- Supervised 20 civilian and military personnel in warehouse operations, improving throughput by 30%

## EDUCATION

### Bachelor of Arts (B.A.) in Organizational Leadership

State University , City, ST | May 2010