

# Veteran Resources



Translating your military experience(s) into civilian terms can be overwhelming and challenging. Often times, it is hard to understand the resources available to you and articulate the benefits the military has afforded you.

While your experiences and skills can translate well into any career, employers don't always understand the jargon or responsibilities. It is important to properly communicate and market your skills in a relevant way on all of your job search documents. This packet will serve as a guide and resource to your civilian job search.

## Where to Start in Your Job Search:

Career Services is aware of the challenges and experience military-connected individuals and veterans may have when transitioning to the workforce or translating your experiences. As an OSU student or alumni, you have access to Career Services for all your job search needs.

- 1. Find your purpose or why.**
  - What are you wanting to do with your career?
    - Explore your career options through assessments, workshops, job-shadowing, and other career-building activities to make an informed decision.
    - Meet with a Career Counselor or Career Consultant who can help you define, or figure out, your career plan. Book a one-on-one appointment at [hireOSUgrads.com](https://hireosugrads.com).
- 2. Refine your civilian job search skills.**
  - Create job search documents that make an impact.
    - View our [Resume resource packet](#) and [Cover Letter resource packet](#) or flip to the resume section found in this packet.
  - Brush up on your interviewing skills by attending Mock Interview Day, scheduling a mock interview with your College Career Consultant, or reading through our [Interviewing resource packet](#).
- 3. Connect with employment opportunities.**
  - Login to the OSU Hire System
    - The [Hire System](#) is where employers post their part-time positions, internships, and full-time jobs only for OSU students and alumni. You can also research companies, sign up for on-campus interviews, and view Career Services' event calendar.
  - Additional job search resources:
    - [CareerBuilder](#)
    - [Granted.com](#)
    - [HireVeterans.com](#)
    - [Indeed.com](#)
    - [LinkedIn Jobs](#)
    - [Monster](#)
    - [Neuvoo](#)
    - [OKJobMatch](#)
    - [RecruitMilitary.com](#)
    - [SimplyHired](#)
    - [USAJobs.gov](#)
    - [US Department of Veteran Affairs](#)

For more information about transitioning to a civilian career, visit the [Veterans Employment Toolkit](#)

# Know Your Rights - FAQ's

## Are there any laws that protect veterans with disabilities in employment?

Yes! Title I of the **Americans with Disabilities Act (ADA)** prohibits an employer from treating an applicant or employee unfavorably in all aspects of employment—including hiring, promotions, job assignments, training, termination, and any other terms, conditions, and privileges of employment—because he or she has a disability, a history of having a disability, or because the employer regards him as having a disability. That means, for example, that it is illegal for an employer to refuse to hire a veteran because the veteran has PTSD or was previously diagnosed with PTSD, or because the employer assumes the veteran has PTSD (This applies to all other related mental health concerns). The ADA also limits the medical information employers may obtain and prohibits disability-based harassment and retaliation.

**Section 501 of the Rehabilitation Act** applies the same standards of non-discrimination and reasonable accommodation as the ADA to Federal Executive Branch agencies and the United States Postal Service. Documents explaining Title I of the ADA and the Rehabilitation Act can be found on EEOC's website at [www.eeoc.gov](http://www.eeoc.gov).

## Can I be covered by the VA and ADA if I have a Military Disability Rating?

Most likely, yes! Although the ADA uses different standards than the U.S. Department of Defense and the U.S. Department of Veterans Affairs (VA) in determining disability, many more service-connected disabilities will also be considered disabilities under the ADA than prior to the ADA Amendments Act.

## Do Federal government jobs give veterans special considerations?

Under the Veterans Preference Act, veterans with and without disabilities are entitled to preference over others in hiring from competitive lists of eligible applicants and may be considered for special noncompetitive appointments for which they are eligible.

Federal agencies also may use specific rules and regulations, called "special hiring authorities," to hire individuals with disabilities outside the normal competitive hiring process, and sometimes may even be required to give preferential treatment to veterans, including disabled veterans, in making hiring decisions.

## Is it legal for an application to ask if I am a "Disabled Veteran"

Yes, if the information is being requested for affirmative action purposes. An employer may ask applicants to voluntarily self-identify as individuals with disabilities or "disabled veterans" when the employer is: (1) undertaking affirmative action because of a federal, state, or local law (including a veterans' preference law) that requires affirmative action for individuals with disabilities; or (2) voluntarily using the information to benefit individuals with disabilities, including veterans with service-connected disabilities.

If an employer invites you to voluntarily self-identify as a disabled veteran, it must clearly inform you in writing (or orally, if no written questionnaire is used) that: (1) the information is being requested as part of the employer's affirmative action program; (2) providing the information is voluntary; (3) failure to provide it will not subject you to any adverse treatment; and (4) the information will be kept confidential and only used in a way that complies with the ADA.

# Veteran Resumes

**“Civilianize” your application documents:** Military jargon can be confusing for non-military professionals. Translating your experiences, awards, military schooling, and even position titles can ensure everyone is fully able to understand your military story. If there is a better term that aligns with your industry or major, go with that!

**Tell your story and give details:** Use quantifiable information when possible. Consider the audience’s knowledge of the military and think “how can I explain this to a civilian?”

Military Terminology	Civilian Terminology
NCOIC, OIC, Watch Captain, Petty Officer of the Watch Commander, Chief Executive Officer (XO) Action Officer (AO) Warrant Officer Senior NCOs Sergeant Major First Sergeant Squad Leader Supply Sergeant Operations NCO Platoon Sergeant	Supervisor / Manager / Coordinator Division Head / Director / Senior Manager Deputy Director, Assistant Manager Analyst (or Senior Analyst if applicable) Technical Manager / Specialist Department Manager First-Line Supervisor Senior Advisor Personnel Supervisor Team Leader / Team Chief Supply Manager / Logistics Manager Operations Supervisor Supervisor / Instructor / Trainer
TDY/TAD PCS OER/NCOER MOS/MOC Commanded Battalion, Unit, Platoon Mission Combat/War Headquarters Subordinates Service Members Security Clearance MILPO, Personal Action Center (PAC) Regulations Reconnaissance TDA/MTOE	Business travel Relocation Performance appraisal Career field Supervised / directed Organization / agency / department Responsibility / task / objective / job Hazardous conditions / conflict Headquarters / corporate office Employees / co-workers Employees / co-workers / colleagues / personnel Security clearance Personnel office Guidance / policy / instructions Data collection / survey / analysis Organizational structure / material resource
Basic Training Advanced Individual Training (AIT) Primary Leadership Development Course (PLDC) Basic Non-Commissioned Officers Course (BNOC) Advanced Non-Commissioned Officers Course (ANOC) Officer Advanced Course (OAC) Combined Arms Staff College Command and Staff College War College	Basic Skills Course Advanced Skills Course (mention career field) Basic Leadership and Management Dev. Course Intermediate Leadership & Management Dev. Course Adv. Leadership and Management Dev. Course Entry Level Officer Training Course Senior Managerial Leadership School Senior Leaders Program Executive Leadership School

# Veteran Resumes (cont.)

Areas that will need translating:

- Military Acronyms
- Military Experience
- Deployments
- Military Certifications, Schools & Trainings
- Military Awards, Promotions, & Achievements

Helpful resources for conversion:

- [Military Crosswalk](#)
- [CareerOneStop.org](#)
- [TAonline.com \(MOS Code Translator\)](#)
- [Military.com \(Military Skills Translator\)](#)

**Add bragging points:** In service, your bragging is seen on your uniform. In the job search, it must be detailed in your resume. Remember, it's simply showcasing your skills, qualifications, and experience so others can see how you fit a position and what sets you apart from your competition.

Awards, promotions, and recognition should go on your resume for outstanding performance. However, since most awards and recognition don't translate well, it might require brief explanations. Don't put everything on your resume, just the most relevant information to your industry or position. (see resume samples for how-to tips.)

It may be helpful to add mandatory training such as antiterrorism training, suicide intervention skills training, master resilience training, safety courses ethics training, risk management training, among others that would apply to the types of positions you are pursuing with civilian employers.

**It's OK if your resume is more than one page:** Your military experience is an important piece to your overall resume. While some of it may not be relevant, it still can show your leadership and other transitional skills. Because of this, it may make your resume more than a page, which is OK! Make sure the first page is the most tailored to relevant information and the second page is filled with other qualities that set you apart. If the second page is only half full, work on ways to fill it.

## What Employers Are Looking For:

- Leadership
- Interpersonal skills
- Team work
- Technical skills
- Communication skills
- Attention to detail
- Problem-solving skills
- Organization
- Friendly personality
- Strong work ethic
- Strategic planning skills
- Initiative
- Creativity
- Analytical skills
- Tactfulness
- Flexibility/adaptability
- Entrepreneurial skills

## What to Include on Your Resume:

Sample sections that you might consider including on your resume (organized by category):

- |                             |                           |
|-----------------------------|---------------------------|
| Summary of Qualifications   | Achievements              |
| Career Profile              | Honors                    |
| Areas of Expertise          | Awards                    |
| Significant Accomplishments | Professional Affiliations |
| Competencies                | Memberships               |
| Professional Experience     | Technical Skills          |
| Work Experience             | Computer Skills           |
| Related Experience          | Specialized Skills        |
| Other Experience            | Language Proficiencies    |
| Volunteer Experience        | Communication Experience  |
| Community Involvement       | Leadership Experience     |
| Campus Leadership           | Sales Experience          |
| Activities                  | Lab/Research Experience   |
| Professional Organizations  | Teaching Experience       |
| Additional Training         |                           |
| Licenses/Certifications     |                           |

## Header Section:

This is where you can get creative, think about different font size and shape, different colors, etc.

Always include:

- Name – this should be the biggest thing on your page. Your name should be larger than the rest of your contact information and your resume content
- Contact Info – has to include phone number and email address

Additional items you can include:

- Physical address
- LinkedIn customized URL
- Link to online portfolio

## Example Headers:

**PISTOL PETE**

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1234 Main St. Stillwater, OK 74078	(405) 555-5555 pistol.pete@okstate.edu
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**PISTOL PETE**  
1234 Main St. • Stillwater, OK 74078 • (405) 555-5555 • pistol.pete@okstate.edu

 **ISTOL**  **ETE** pistol.pete@okstate.edu  
(405) 555-5555

**PISTOL PETE** pistol.pete@okstate.edu  
(405) 555-5555  
linkedin.com/pistolpete

**PISTOL PETE**

(405) 555-5555 pistol.pete@okstate.edu	1234 Main St. Stillwater, OK 74078
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linkedin.com/pistolpete

## Reference Example:

(Use the same header as your resume)



**Name of Reference**

Position  
Company  
Business Phone + Extension or Cell Phone  
E-Mail Address

**Name of Reference**

Position  
Company  
Business Phone + Extension or Cell Phone  
E-Mail Address

**Name of Reference**

Position  
Company  
Business Phone + Extension or Cell Phone  
E-Mail Address

# Resume Example 1:

## PISTOL PETE

1234 Main St. • Stillwater, OK 74078 • (405) 555-5555 • pistol.pete@okstate.edu

### EDUCATION

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#### Master of Science in Health and Human Performance

May 2021

Concentration: Applied Exercise Science

GPA: 4.0

Oklahoma State University – Stillwater, Oklahoma

#### Graduate Certificate in Public Health

December 2020

Oklahoma State University - Stillwater, Oklahoma

GPA: 4.0

#### Bachelor of Science in Political Science

May 2013

Concentration: International Politics

GPA 3.7

Minor: Military Science

University of Central Missouri - Warrensburg, Missouri

### MILITARY LEADERSHIP

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**Captain** - Adjutant General Corps, United States Army, Active Duty

**Cadet** – University of Central Missouri, Reserve Officer Training Corp (ROTC)

### PROFESSIONAL EXPERIENCE

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#### **Career Services Coordinator**, Oklahoma State University

October 2019 to Present

- Responsible for a student population of over 2,000 in Life & Physical Sciences, Technology & Mathematics.
- Aid in Pre-Health student's preparation for professional school such as Medical School or Veterinary Medicine.
- Co-Teach both A&S 2111 (Career Exploration) and A&S 4111 (Job Search Strategies) for up to 45 students in each course during both the Spring and Fall semesters.
- Assess and edit student resumes, cover letters, personal statements, graduate school applications, and CV's.
- Established the Boots to Briefcase program for student-veterans, campus wide.

#### **Administrative Research Specialist**, Oklahoma State University

April 2017 to October 2019

- Created proposal and award reports on a weekly, quarterly, and annual basis for the Associate Dean for Research, Dean of Arts and Sciences, and Vice President for Research.
- Entered each award and proposal routing for the college in Microsoft Access database totaling over 5000 entries.
- Managed the Research Support Services database in a precise and accurate manner resulting in a less than 1% discrepancy rate with University Research Services for quarterly reconciliation.
- Prepared proposal applications in grants.gov, research.gov, fastlane.nsf.gov, and ok.gov totaling over 500.

#### **Brigade Family Readiness Liaison**, U.S. Army

March 2016 to September 2016

- Supervised all family readiness events for an organization with 4,500 members.
- Assisted and advised all commanders on policies, regulations, and resources relating to family readiness, fundraising, and family issues.
- Maintained the organization's volunteer management system and financial reports.
- Managed over 500 volunteer records, hours, awards, and certifications.
- Analyzed monthly informal fund reports for all seven units in the organization resulting in a 35% decrease in discrepancies over three months.

**Brigade Safety Manager, U.S. Army**

July 2015 to March 2016

- Supervised all safety functions for an organization with 4,500 members.
- Conceptualized and implemented a monthly safety officer-working group to effectively communicate all problems and trends, resulting in a 75% decrease in late accident reports.
- Inspected all motor pools in the brigade, in collaboration with the Industrial Hygiene Department, for the first time in 24 months; developed a booklet for educating all soldiers on safety and industrial hygiene trends.
- Created a solid waste management policy for the brigade and subordinate units, effectively reducing solid waste fines for the entire brigade by \$1 million.

**Squadron Human Resources Manager, U.S. Army**

September 2013 to July 2015

- Principle advisor to the Squadron Commander for all administrative and human resources matters for an organization with 520 members.
- Interpreted and applied rules and regulations for standard, medical, maternity/paternity, and training leave.
- Processed over 2,000 soldier evaluations and over 1,000 soldier awards.
- Created a standard operating procedure for personnel actions, resulting in a 40% decrease in late and inaccurate transactions for the entire Squadron.
- Collaborated with the medical and logistics officers to improve the monthly unit status report information flow from the troop level to the squadron level leadership, effectively decreasing the reporting time by 25% each month.

**Student-Athlete Tutor, University of Central Missouri**

August 2009 to May 2013

- Met student-athletes during study hall to assist in homework assignments, presentations, and major projects.
- Kept detailed reports on each student for follow up meetings and for progress reports.
- Increased the overall GPA of each student-athlete by a minimum of 0.5.
- Successfully kept all assigned student-athletes' GPA above 2.8 with a 0% fail rate each semester.

**CERTIFICATIONS**

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<b>Online Course Development and Instruction</b> – College of Arts and Sciences	October 2020
<b>Certified Career Services Provider</b> - National Career Development Association	August 2020
<b>Facilitating Career Development Training</b> - National Career Development Association	December 2019
<b>Oklahoma State University's Administrative Professionals Program</b>	September 2017
<b>Adjutant General Basic Officer Leadership Course</b> , Commandant's List	September 2013

**HONORS AND AWARDS**

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<b>Phi Kappa Phi Honor Society</b>	August 2020 – Present
• Awarded to the top 10% of graduate students at Oklahoma State based on academic achievement	
<b>Central States – American College of Sports Medicine, Master's Student Research Grant</b>	October 2019
• Awarded to a single Master's level student to fund thesis-level research	

## Resume Example 2:

# Pistol Pete

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Stillwater, OK 74078

(405) 555-5555  
pistol.pete@okstate.edu

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## EDUCATION

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Concentration: Applied Exercise Science  
Oklahoma State University – Stillwater, Oklahoma

May 2021

GPA: 4.0

### Graduate Certificate in Public Health

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December 2020

GPA: 4.0

### Bachelor of Science in Political Science

Concentration: International Politics  
Minor: Military Science  
University of Central Missouri - Warrensburg, Missouri

May 2013

GPA 3.7

## MILITARY LEADERSHIP

**Captain** - Adjutant General Corps, United States Army, Active Duty

**Cadet** – University of Central Missouri, Reserve Officer Training Corp (ROTC)

## PROFESSIONAL EXPERIENCE

### Institutional Review Board Coordinator, Oklahoma State University

March 2021 – Present

- Review and approve of IRB applications in IRB Manager at the exempt and expedited level in addition to serving as an Alternate IRB Member for full board reviews.
- Serve as subject matter expert by educating, consulting and guiding faculty, staff, and students in the design and conduct of human subject research to ensure compliance with federal and state regulations and OSU policy.
- Develop and implement education sessions on topics related to human subjects' research protections to OSU student-researchers via classroom presentations.
- Maintain current and comprehensive knowledge of human subject research protections and Institutional Review Board regulations as contained in 45 CFR 46, and other applicable regulations.
- Operations team member while implementing Cayuse and RISE and Oklahoma State – physical security officer for research space deemed as Controlled Unclassified Information.

### Career Services Coordinator, Oklahoma State University

October 2019 to Present

- Responsible for a student population of over 2,000 in Life & Physical Sciences, Technology & Mathematics.
- Aid in Pre-Health student's preparation for professional school such as Medical School or Veterinary Medicine.
- Co-Teach both A&S 2111 (Career Exploration) and A&S 4111 (Job Search Strategies) for up to 45 students in each course during both the Spring and Fall semesters.
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- Entered each award and proposal routing for the college in Microsoft Access database totaling over 5000 entries.
- Managed the Research Support Services database in a precise and accurate manner resulting in a less than 1% discrepancy rate with University Research Services for quarterly reconciliation.

## MILITARY EXPERIENCE – US ARMY

### **Brigade Family Readiness Liaison**, U.S. Army

March 2016 to September 2016

- Supervised all family readiness events for an organization with 4,500 members.
- Assisted and advised all commanders on policies, regulations, and resources relating to family readiness, fundraising, and family issues.
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- Collaborated with the medical and logistics officers to improve the monthly unit status report information flow from the troop level to the squadron level leadership, effectively decreasing the reporting time by 25% each month.

## CERTIFICATIONS

### **CITI Certifications:**

**Human Research - IRB Chair, IRB Staff, & Assistant VP for Research Compliance**

EXP: March 2024

**Human Research – IRB Social, Behavioral, & Educational (SBE) Researchers**

EXP: March 2023

**Human Subjects – Biomedical Research for SBE Researchers**

EXP: January 2023

### **Other Certifications:**

**QPR Gatekeeper Training for Suicide Prevention**

February 2021

**Online Course Development and Instruction**

October 2020

## HONORS AND AWARDS

### **Phi Kappa Phi Honor Society**

August 2020 – Present

- Awarded to the top 10% of graduate students at Oklahoma State based on academic achievement

### **Central States – American College of Sports Medicine, Master's Student Research Grant**

October 2019

- Awarded to a single Master's level student to fund thesis-level research

# Resume Example 3:

## PISTOL PETE

1234 Main St. • Stillwater, OK 74078 • (405) 555-5555 • pistol.pete@okstate.edu

### PROFESSIONAL SUMMARY

- Mechanical and Aerospace Engineering graduate with experience working as a mechanical engineer in the Oil & Gas Industry along with 6+ years' experience on active duty in the military as an operations manager.
- Experience developing deployment plans and training regimens with a wide variety of technical experts and U.S. governmental agencies.
- Strong knowledge of SolidWorks redesigning, modeling, and manufacturing equipment to improve efficiencies and safety for both a large hydraulic fracturing company and small service company.

### EDUCATION

#### Bachelor of Science in Mechanical & Aerospace Engineering

Minor in Petroleum Engineering  
Oklahoma State University, Stillwater, OK

May 2021

GPA: 3.8

### RELATED EXPERIENCE

Senior Design Project, Speedfest

January 2021-May 2021

#### Aerodynamicist

*Project Overview:* Developed an RC jet hotliner aircraft, from the conceptual phase to the production phase, that was flown during the Speedfest competition hosted by Oklahoma State University. The aircraft won the competition for best performance in the pylon racing, aerodynamics show, and marketing portions. The jet hotliner also broke previous Oklahoma State University records for top speed, with a top speed of 230mph.

- Designed and determined the optimum aircraft dimensions and characteristics by using Mathcad to determine the stability and control parameters during flight.
- Used SolidWorks to conduct CFD simulations to determine the effectiveness of the jet wash on the elevator on the horizontal tail; simulations proved that the Coanda Effect was present on the design.
- Collaborated with the structures team to build four versions of the aircraft using different types of epoxy to form the carbon fiber, fiberglass, and balsa wood into a composite material during the layups of the fuselage, wings, and horizontal tail.
- Participated in the construction of the plane molds, using epoxy and fiberglass, after sanding and forming the plugs to specified dimensions and tolerances.

NASA 3-D Training Sim, Oklahoma State University

January 2020-March 2020

#### 3-D Designer

*Project completion canceled due to COVID-19*

- Collaborated on a cross-disciplinary team ranging from computer science graduates to computer engineering graduates to develop a virtual training environment for NASA astronauts.
- Provided technical expertise on best materials used and loadings required for the mock-up space station that was built to help with developing the 3-D environment as the engineering student.
- Used SolidWorks to develop 3-D models of the tools, storage containers, and various equipment that astronauts could expect to use; these models were built from the aid of pictures found online during research.
- Utilized 3-D printers to print scaled models for display and testing purposes.

Total Sand Solution

May 2019-August 2019

#### Maintenance Engineer Intern

- Developed a cost savings modification for the conveyor system that was in use by the company; the modification prevented unwarranted damage to the conveyor system and semi-trucks by protecting exposed vital systems.
- Designed the ramp insert to fully support a semi-truck rolling over it; modeling and building drawings in SolidWorks for fabrication.
- Oversaw the timely delivery and offloading of hydraulic fracturing proppant to the well site to keep operations flowing, which resulted in less down-time for the site due to lack of materials.
- Worked with the Maintenance Engineer to conduct case studies and determine optimized sizing of equipment to handle new job site requirements.
- Oversaw the implementation of modifications for the sand delivery system with the maintenance department to ensure the refitting of equipment for new job site requirements.

**Field Engineer Intern**

- Worked with the on-site operations manager to oversee and learn the hydraulic fracturing process and responsibilities of the engineer during the well completions process.
- Used excel and other proprietary programs to keep track of the hydraulic fracturing process during stages, ensuring the correct number of consumables were used and the timely delivery of work receipts to be paid.
- Coordinated with the frac crew to ensure appropriate amounts of consumables were on hand to conduct stages and ordering any consumables if they were running low.

**TECHNICAL SKILLS**

Programming Languages: Python, MATLAB, Mathcad, VBA

CAD Software: AutoCAD, SolidWorks, ANSYS

Engineering Software: xFoil, XFLR5, OpenRocket, OpenVSP, LabView

**MILITARY EXPERIENCE**

United States Marine Corps

November 2011-October 2019

**Battalion Operations Chief, 1st Marine Raider Battalion**

- Coordinated and tracked over 500 special operations forces deployed across 13 foreign countries and communicated their positions and status across the chain of command.
- Developed and improved the efficiency of the force reporting system by building Standard Operating Procedures, enabling better accuracy, timely reporting, and foreign travel requests of deployed personnel.
- Over a 3-year period, oversaw the deployment of over 500 personnel and 420 tons of equipment worth over \$7,250,000 in support of special operations with no time delays or extraneous costs in the deployments.
- Negotiated with a local U.S Navy SEALs team for a cost-effective airlift opportunity for deployment, saving the unit over \$30,000 in airlift related expenses that could instead be used in training and equipment procurement.

**War Plans, Marine Forces Pacific**

- Managed the U.S. Marine Corps largest operational war plan database, involving over 1,200 lines of record and 33,000 fields of information, working daily with senior officers and providing immaculate attention to detail.
- Attended multiple conferences to discuss and negotiate U.S. Marine Corps equities and the benefits to using Marine Corps units to a diverse group of personnel across the several U.S. military branches and DOD organizations.
- Composed the unit sourcing of the operational war plan on bi-yearly bases, providing a list of recommendations and shortfalls to senior plans officers to assess the military readiness level of the U.S. Marine Corps as a whole.
- Participated in four major U.S. military exercises with foreign governments as the operation war plan subject matter expert, providing daily update briefs to the 4-star general.

**OTHER EXPERIENCE**

Mentor Collective, First Year Success Oklahoma State University

July 2020-May 2021

**OSU Mentor**

- Mentored 3 incoming Freshmen, assisting them with their transition into college and the coursework expected; the transition was especially difficult for them due to the COVID-19 pandemic.
- Provided guidance on resources available through Oklahoma State University.
- Conducted monthly check-ups on the mentees to ensure that Freshman year was going smoothly and to answer any questions or concerns.

**AWARDS**

2x Navy and Marine Corps Achievement Medals

2013, 2015

6x recipient of the President's Honor Roll at Oklahoma State University

2019 - 2021

**COMMUNITY INVOLVEMENT**

Volunteer, AFC-NFC Pro-Bowl - Hawaii

2014

- Helped facilitate opportunities for children to meet and greet with their favorite athletes.

Volunteer Tutor - Pohang, South Korea

2012

- Volunteered to work with a local orphanage to tutor underprivileged children in English and ice skating.

# Resource Library

## Laws protecting veterans with service-connected disabilities:

### ADA

U.S. Equal Employment Opportunity Commission (EEOC)

#### [Website](#)

1-800-669-4000

1-800-669-6820 (TTY)

### U.S. Department of Justice (DOJ)

#### [Website](#)

1-800-514-0301

1-800-514-0383 (TTY)

### USERRA\*

U.S. Department of Labor (DOL), Veterans' Employment & Training Service

#### [Website](#)

1-866-4-USA-DOL(1-866-487-2365)

### VEVRAA

DOL, Office of Federal Contract Compliance Programs (OFCCP)

#### [Website](#)

1-800-397-6251

1-877-889-5627 (TTY)

\*Uniformed Services Employment and Reemployment Rights Act (USERRA) prohibits employers from discriminating against employees or applicants for employment on the basis of their military status or military obligations. Under USERRA, employers must make "reasonable efforts" to help a veteran who is returning to employment to become qualified to perform the duties of the position he or she would have held but for military service whether or not the veteran has a service-connected disability.

USERRA applies to all veterans, not just those with service-connected disabilities, and to all employers regardless of size. For more information on the reemployment rights of uniformed service personnel, see the [Department of Labor's website](#).

## Recruiting and Hiring

- [National Resource Directory \(NRD\)](#)
- [DOL One Stop Career Centers](#)
- [Employer Assistance and Recruiting Network \(EARN\)](#)
- [Occupational Information Network \(O\\*NET\) Online](#)
- [U.S. Department of Veterans Affairs](#)
- [U.S. Office of Personnel Management](#)

## Disabilities Job Board

- [abilityJOBS](#)
- [Career Opportunities for Students with Disabilities](#)
- [Equal Opportunity Publications](#)
- [Job Accommodation Network](#)
- [Bender Consulting Services, Inc.](#)

## Reasonable Accommodation

- [EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the ADA](#)
- [Job Accommodation Network \(JAN\)](#)
- [DoD Computer/Electronic Accommodations Program \(CAP\)](#)

## Federal Jobs

- [Office of Personnel Management](#)
- [USAJobs Help Center](#)
- [Federal Resume Writing Tips](#)
- [Student & Recent Graduates Pathways](#)
- [Federal Hiring Events & Trainings](#)

## Retirement for Early Separation

- [Military Retirement Buy Back Program](#)

## Military Spouses

- [Managing Your Career](#)
- [National Military Spouse Network](#)

## Additional Job Training

- [Veteran Readiness and Employment Program](#)