

TONY SAILOR

(785) 555-2236 • Federal Lane, Hays, KS 67601 • trsoldier@mail.fhsu.edu

EDUCATION

Bachelor of Arts in Justice Studies, May 20xx

Fort Hays State University, Hays, KS

Cumulative GPA: 3.2, Major GPA: 3.4

MILITARY EXPERIENCE

Intelligence Specialist, Government Civilian Intern

June 20xx – Present

Marine Corps Intelligence Command, Arlington, VA

- Intelligence Analyst supporting Marine Corps Intelligence Activity Expeditionary Warfare Units
- Provide open source subject matter expertise, collection, analysis, and presentation of findings to military customers and senior intelligence stakeholders
- Experienced in multiple intelligence systems and software, including Joint Worldwide Intelligence Communications System (JWICS), STONEGHOST, ArcGIS, and Intellink

Personal Security Specialist/Operator

March 20xx- June 20xx

Bulletproof Security Defense Contracting, Fairfax, VA

- Consistently assigned to high risk personal and physical security teams to protect individuals and summit meetings with high level dignitaries
- Completed extensive specialized training in small unit tactics including, assault, breach and clear operations, combat MEDEVAC/CASEVAC, and vehicle defense/offense
- Completed extensive training in the following weapon categories: submachine guns, demolition breaching, designate, as well as in advanced land navigation and orienteering techniques

Personal Security Detachment

June 20xx- May 20xx

US Navy, HQ International Security Assistance Force Command, Kabul, Afghanistan

- Direct oversight of establishing security procedures for facilities and meetings involving high ranking officials, general officers, and directors of intelligence. Vetted and screened all individuals and equipment accessing the Sensitive Compartmented Information Facility (SCIF). Ensured information remained protected and secure in transit
- Maintained constant interaction with the local Afghan populace, speaking and translating information for reconnaissance
- Team trainer and coordinator for close quarters contact, escape and evasion in an urban environment, breach and clear operations, personal protection of principle and tactical thinking, offensive/defensive driving

US Navy Law Enforcement Specialist

March 20xx- April 20xx

Naval Support Activity Bahrain; Combined Naval Activity UK Bahrain, United Kingdom

- Protected highly sensitive property, equipment and military installations and restricted access areas. Enforced general and special orders and regulations applicable to the area. Performed specialized duties in internal security operations.
- Investigated criminal activities and crimes committed on military property or those which involved military personnel. Interviewed witnesses and arrested suspects.
- Responsible for protecting lives and property on base from fire, theft and other emergencies. Operated pumps, hoses and extinguishers, and emergency rescue vehicles, inspected buildings and equipment for fire hazards.

Kristi Peterson

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Education

Bachelor of Science in Justice Studies, May 20XX

Fort Hays State University, Hays, KS

GPA 3.43

Relevant Courses

- Technical & Report Writing in Criminal Justice
- Criminal Investigations
- Criminal Law Procedure
- Administration of Justice Systems
- Crime and Society
- Cultural Criminology

Experience

Youth Care Specialist, May 20XX - Present

Trego County Youth Detention Facility, WaKeeney, KS

- Monitor youth inmates, oversee activities, and document behavior.
- Participate in intake roles such as pat downs, collection of property, and collection of money.
- Provide safety and security for inmates.
- Responsible for the management of youth checkbooks.

Secretary/Security, August 20XX – May 20XX

Fort Hays State University Intramural Department, Hays, KS

- Demonstrated exemplary communication and customer service abilities in answering questions, concerns, and requests for Intramural department patrons.
- Performed general office duties such as making copies, checking-out equipment, answering phones, and responding to emails.
- Assisted with activities and programs sponsored by the Intramurals Department as needed.
- Provide security services for the facility after regular office hours.

Recreation Assistant, February 20XX – August 20XX

Hays Recreation Commission, Hays, KS

- Assisted program director with various children activities.
- Taught and coached children sports.
- Cleaned, painted, organized, and sorted equipment.

Honors

Dean's Honor Roll, 20XX – 20XX

Fort Hays State University, Hays, KS

FHSU Northwest Kansas Scholarship, Fall 20XX

Fort Hays State University, Hays, KS