

Bauer Gateway

Houston, Texas

(832) 842-6120

hirebauer@uh.edu

PROFESSIONAL SUMMARY

[Job Title] and Military Veteran with a [Secret Security Clearance?] and [how many?] years of proven experience in [functional area] to develop and manage human resource teams and outcomes. Recipient of multiple awards for outstanding performance and professionalism in the United States [Branch of Service].

EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in (Insert Major), Minor in (Insert Minor), Dec. 2015

Entrepreneurship Certificate, May 2014

(Insert Major) G.P.A.: 3.48; Cumulative G.P.A.: 3.14

HONORS AND AWARDS

Dean's List: Spring 2013, Fall 2012, Spring 2011, Fall 2010

Acme International Scholarship, 2012-2014

EXPERIENCE

Job Title

EMPLOYER – City, ST

May 2007 – Present

- **Job Description:** Give 3-4 bullet points highlighting your work experiences. Back up any statements made by using quantifiable evidence to support those statements.
- Use quantifiable evidence in supporting your arguments; this can be number of employees managed, number of items in an inventory, values of equipment, values of machinery, values of an inventory, number of customers received or processed in a day, etc.

Plans & Operations Officer

UNITED STATES ARMY – Various Locations

March 2004 – April 2007

- Developed and maintained computer database program containing over 40,000 employee files to facilitate personnel record-keeping and to increase U.S. Military awards document production by 60%.
- Planned, coordinated and managed an annual budget of over \$50M supporting operations and maintenance of over 290 systems positioned globally,
- Utilized and implemented industry best practices, specifically the efficient application of policies at the enterprise level in order to reduce total ownership cost

ACTIVITIES

Asian Business Student Association, Fundraising Committee Member, Fall 2011-present

- Work with a team of five fellow students to put together four bake sales each semester
- Raise an average of \$2,500 per semester through campus events

Houston Museum of Natural Science, Volunteer Greeter, 2011

SKILLS

Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java

Fluent in English and Vietnamese