

First and Last Name

2020 XXXXX Cir,
CITY, STATE

FIRSTNAME.LASTNAME1@gmail.com
XXX-XXX-6969

EDUCATION

University of XXXXXX, CITY, STATE

Bachelors of Science in Communications, June 2016

Major in Public Relations, Minor in Marketing, GPA 3.5

Certifications/ Professional License:

- Passed – National Registry of Emergency Medical Technicians (NREMT) certification exam – 2018
- EMT- Basic Training; XXXXXX College – 2018
- BLS Certification, American Heart Association, 2017

EXPERIENCE

XXXXXXXXX Insurance, CITY, STATE

XXXXXXXXX Adjuster, January 2016 to October August 2017

- Ensured timely customer claim settlement; by processing claims in a timely manner
- Managed all XXXXXX property claims for the entire state of XXXXXXXXX
- Maintained a positive relationship with insured, contractors and public adjusters

United States Air Force, XXXX Air Force Base, XXXX, XXXXX Air Force Base, XX

JOB TITLE, September 2008 to September 2012

- Upkeep and maintenance of over \$80 million worth of aircraft
- Led a six-man team to ensure safe and ice free aircrafts. No late take offs as a result of ice
- Short notice Deployments helping to ensure successful missions

SKILLS

- Microsoft Word, Excel, Access, PowerPoint, Graphic Design
- Physically fit
- Works well under pressure
- Airway management

Activities/Awards

- United States Air Force, Honorable Discharge
- Awarded Good Conduct Medal
- Dean's List
- Student Athlete

