

Tips for Employers: Characteristics of Military Spouse Resumes

At times, it's hard to distinguish military spouse resumes from any other resumes out there and might be missing on great pool of applicants for your organization.

Here are some tips on common characteristics of military spouse resumes:

- **Multiple relocations from state to state as well country to country**
- **Include voluntary experience**
- **Part of work experience**
- **Types of position and location**

April 2012 – November 2014

Aries Freight Systems – Houston, TX

Air Export Coordinator

- Air Export, Domestic freight handling,
- Checked Known Shipper status with KSMS

Feb 2011 – Feb 2012

Ombudsman for SBT-22 Navy Seals, Bay St. Louis, MS

Military Spouse Volunteer

- Keep the command leadership informed regarding morale, health and welfare of command families.
- Maintain up-to-date lists of resources and organizations available to the Navy families.
- Serve as a source of emergency and crisis information.

Aug 2010 - Jan 2011

Container Port Group – Norfolk, VA

Customer Service Representative

- Respond to customer inquiries via phone, internet, email, and fax.
- Document preparation for all pickups and deliveries.

April 2008 – July 2010

T.B.S Trucking – Houston, TX

Accountant

- Updated information in Quick-books
- Accounts Payable and Receivables



Logistics
Product
Business
Patient

- Use of military acronyms
- Reason for leaving

August 2008 to February 2012

NAF Civilian Personnel Advisory Center, Fort Hood Texas

Human Resources Assistant/Specialist, RFT

Engaged in a variety of personnel actions in **Defense Civilian Personnel Database Systems (DCPDS)**. I was responsible for verifying prior to approving personnel actions in database for submission to Non Appropriate Funds (NAF) Payroll. **Resigned due to permanent change of station with military spouse.**

NOV 2003 to DEC 2006

NAF Civilian Personnel Advisory Center, Hanau, Germany

Human Resources Specialist , RFT

Appointed as Human Resources Assistant, promoted to Specialist June 2005. **Resigned due to permanent change of station with military spouse.**

NOV 1999 to MAY 2003

Virginia State University, Petersburg, Virginia

Secretary Senior , RPT

Served as primary secretary to the Dean of the School of Business At Virginia State University and provided personal office administrative support. **Resigned due to permanent change of station with military spouse.**

- Education

EDUCATION / TRAINING / CERTIFICATIONS

The University of Washington

The Facility Management Certificate Program 2013

BOMA Certification Training, Facilities Management, 2006

University of Alaska, Fairbanks, AK, 1992

University of Kansas, Lawrence, KS, 1979

NCO Leadership School "certificated"

U.S. Air Force, March AFB, CA, 1989

Electrical/Controls Troubleshooting Course Certification, 1989

Mechanical/Electronic System Specialist Certification, 1988

Controls System Specialist Certification, 1987

U.S. Air Force Technical Institute, Shephard AFB, TX

General Studies