

FUNCTIONAL RESUME

Lakewood, CO
123-456-7890 | functional.resume@gmail.com

CORE COMPETENCIES

Strength and Conditioning, Program Design, Group Exercise Instruction, Body Composition, Blood Pressure, Cardiovascular Endurance Assessment, and Flexibility Assessment

EDUCATION

University of Denver

Bachelor of Arts Degree in Human Performance and Sport

GPA 3.86, President's Honor Roll 20XX

Denver, CO

Anticipated December 20XX

PROFESSIONAL EXPERIENCE

Worksite Wellness

- Scheduled and tracked annual education and CPR certification for unit physical training leaders
- Supervised annual fitness assessments and improvement programs for 400 personnel
- Planned, organized, and directed military education and physical conditioning programs for 297 students
- Led unit physical training sessions and conducted annual and remedial fitness assessments
- Performed blood pressure measurements and screening for 250 employees
- Conducted body composition measurements on 70+ participants during local health fairs
- Processed paperwork and provided organizational support to ensure timely cholesterol screening for 106 employees

Management & Supervision

- Oversaw evaluations, decorations, safety, training, and human resources for 400 personnel
- Secured funding for global war on terrorism; built \$90K budget for work center
- Supervised work standards for preventative, scheduled and unscheduled maintenance for 77 personnel
- Scheduled the installation, modification, and repair of communications equipment worth \$680M
- Supported command and control information and data transfer demands for 27 Air Force installations nationwide
- Managed network planning, installation, and maintenance of new communications equipment valued at \$22M
- Performed site surveys, prepared technical solutions, and updated documentation for network installation projects

EMPLOYMENT HISTORY

United States Air Force, Buckley AFB, CO

Jun 20XX-Jun 20XX

Non-Commissioned Officer in Charge, Director of Operations Administration Section/Unit Fitness Program Manager

United States Air Force, Spangdahlem AB, GE

Jun 20XX -May 20XX

Superintendent, Communications Systems Flight/Physical Training Leader

United States Air Force, Kunsan AB, ROK

May 20XX -Jun 20XX

Non-Commissioned Officer in Charge, First Term Airmen's Center/Physical Training Leader

United States Air Force, Barksdale AFB, LA

Mar 20XX -Apr 20XX

Non-Commissioned Officer in Charge, Secure Communications Maintenance Operations/Physical Training Leader

United States Air Force, Aviano AB, IT

Mar 20XX -Mar 20XX

Non-Commissioned Officer in Charge, Network Installations

COLLEGE ACTIVITIES

- Healthbreak, Inc. 20XX Adams County Benefits and Wellness Fair September 20XX
- University of Denver Wellness Event October 20XX
- Peak Community & Wellness Center/End of Year Fitness Challenge May 20XX
- Lockheed Martin Cholesterol Screening/Health Fair August 20XX

PROFESSIONAL ORGANIZATIONS & CERTIFICATIONS

American College of Sports Medicine, CPR, and Emergency Response