## RESUME SAMPLE – EXECUTIVE LEVEL #1

**PROFESSIONAL PROFILE**

Legal professional with more than 10 years of experience serving the public by protecting their rights during the legal process. This service has led me to seek a judgeship in the Wayne County 3rd Circuit Court. Extensive experience protecting the public through the investigation and prosecution of major and minor crimes, attorney misconduct and juvenile delinquency rehabilitation. These experiences have led me to approach the justice system with practicality and impartiality, while maintaining decorum and integrity. Also looking to further engage and serve the needs of the community through volunteerism, approaching every individual with compassion, dignity, and respect.

**EDUCATIONAL DEVELOPMENT**

STATE BAR OF MICHIGAN-Admitted June 4, 2008

EASTERN DISTRICT OF MICHIGAN -Admitted June 6, 2016

THOMAS M. COOLEY LAW SCHOOL, LANSING, MICHIGAN

* *Juris Doctor,* September 2007 (Litigation Concentration)

WAYNE STATE UNIVERSITY, DETROIT, MICHIGAN

* *Bachelor of Arts in English*, May 2000

**PROFESSIONAL EXPERIENCES**

**MICHIGAN ATTORNEY GRIEVANCE COMMISSION 2/2015 – 1/2022**

* *SENIOR ASSOCIATE COUNSEL (3/2021-Present)*
* *ASSOCIATE COUNSEL (2/2015- 3/2021)*

**Summary:** Perform detailed analysis of alleged legal and ethical violations by conducting witness interviews, statements under oath and collecting and analyzing documents such as court and medical records, psychological assessments, retainer agreements and other contracts. Analyze the appropriate court rules, opinions, and policies to make misconduct determinations and recommendations to the commission regarding appropriate dispositions. Appear at hearings as counsel for the commission when formal complaints and other disciplinary actions have been authorized. Investigate suspended attorneys seeking reinstatement at the state and federal level. Responsible for the assignment of work to assigned paralegal, investigator, and legal assistant.

**WAYNE COUNTY PROSECUTOR’S OFFICE- DETROIT, MICHIGAN 5/2010 – 2/2015**

* *JUVENILE DIVISION (6/2014-2/2015)*

**Summary:** Served as Courtroom Prosecutor for the Honorable Christopher Dingell, prosecuting juvenile offenders relating to misdemeanor and felony offenses. Reviewed petitions submitted by all local law enforcement agencies to ensure evidence is present to meet the relevant standards of proof prior to authorization.

* *SPECIAL OPERATIONS- PUBLIC INTEGRITY UNIT (2013-2014)*

**Summary:** Appeared as first and second chair on cases involving fraudulent and violent behavior where law enforcement officials and educational staff members were charged with crimes perpetrated in their official capacity.

* *SPECIAL OPERATIONS-COMMUNITY PROSECUTION UNIT (2012-2014)*

**Summary:** Vertically prosecuted habitual violent offenders in the Detroit Police Department’s Eastern and Northeast Districts (i.e., non-fatal shootings, serial armed robbery and carjacking cases). Obtained investigative subpoenas and examined potential witnesses to preserve testimony when facts necessitated. Ensured the provision of all required discovery to defense counsel**.** Drafted and argued all pre-trial motions and responses on felony cases.Directed police personnel in taking further investigative action when necessary to further cases**.** Developed trial strategies for bench and jury trials on felony cases resulting in convictions. Preparation included but not limited to preparing for witness testimony, opening statements, closing arguments, cross-examination and the preparation of trial exhibits**.** Negotiated settlement offers when the interest of justice necessitated**.** Maintained effective relationships with complainants, witnesses of crimes and police personnel.

* *SPECIAL OPERATIONS- SCHOOL PROSECUTION UNIT (2010-2011)*

**Summary:** Former member of the Safe Schools Initiative (School Prosecution Unit) in the Special Operations Division.Assigned to high schools in Wayne County to assist schools with truancy, bullying, gang related issues and crimes occurring within 1,000 feet of the school.Conducted biweekly stakeholder meetings to assist schools with safety. Provided educational resources and training to staff and students concerning the juvenile justice system. Vertically prosecuted felony caseload stemming from crimes committed in and around assigned high schools.

**ADDITIONAL EXPERIENCE**

**LEGAL AID & DEFENDER ASSOCIATION 4/2010 – 5/2010**

* *VOLUNTEER ATTORNEY*

**LAW OFFICE OF CHARISE ANDERSON, PLLC 12/2009 – 5/2010**

* *ATTORNEY*

**DEPARTMENT OF HUMAN SERVICES 9/2008 – 5/2010**

* *HEARINGS COORDINATOR*

**MI HOUSING DEVELOPMENT OF LEGAL AFFAIRS 8/2005 – 12/2007**

* *LAW CLERK*

**MACOMB COUNTY PROSECUTOR’S OFFICE 5/2007 – 8/2007**

###### STUDENT EXTERN

**LAW OFFICES OF DENNIS A. DETTMER 1/2005 – 4/2005**

* *LEGAL SECRETARY*

**US ARMY CORPS OF ENGINEERS OFFICE OF COUNSEL 5/2002 – 8/2003**

* *LEGAL TECHNICIAN*

**PROFESSIONAL & COMMUNITY AFFILIATIONS**

* Member of the National Association for the Advancement of Colored People (NAACP).
* Appointed Advisor member of Standing Committee on Character and Fitness for the State Bar of Michigan.
* Appointed member of Character and Fitness Committee District I of the State Bar of Michigan.
* Reappointed member of the Canton Township Board of Ethics.
* Conduct Student and the Law Seminars ensuring students understand their rights and the laws that impact them.
* Serve as teacher for infant to kindergarten children at Brightmoor Christian Church Kid’s Factory.
* Partnered with Samaritan’s Purse to provide Christmas boxes for children worldwide via Operation Christmas Child.
* Adopted children for Christmas for the North End Youth Improvement Council (NEYIC) Adopt-a-Child Program.

**PREVIOUS PROFESSIONAL & COMMUNITY AFFILIATIONS**

* Appointed chairperson for Character and Fitness Committee District H of the State Bar of Michigan (2018-3/2021).
* Appointed member of Character and Fitness Committee District H of the State Bar of Michigan (2016-2018).
* Served as community Connector during outreach programs/events at Brightmoor Christian Church (2019).
* Adopted families of Detroit Police Officers killed in the line of duty (2019).
* Shopped for and packaged hygiene kits for young women involved in human trafficking (2019).
* Covered books for Plymouth-Canton School District (2018).
* Adopted families of Detroit Police Officers who have been injured in the line of duty (2016-2017).
* Served as guest speaker at Vernon Chapel AME Church Youth Day (2014).
* Served as secretary on the Board of Directors for Sisters Inspiring Sisters Mentoring Group (2011- 2015).

## RESUME SAMPLE – EXECUTIVE LEVEL #2

**PROFESSIONAL SUMMARY**

A performance-driven leader with over 20 years of experience in leadership, performance management and partnership engagement. An experienced civil servant with a track record of success in motivating staff, enhancing the overall efficiency and performance of the team.

▪ Team Player ▪ Leadership Skills ▪ Superior Communication Skills

▪ Results driven ▪ Conflict Resolution ▪ Detail oriented problem solver

▪ Training & Coaching ▪ Project Management ▪ Multi-tasking & Organizational Skills

**EDUCATIONAL DEVELOPMENT & CERTIFICATIONS**

**Bachelor of Science in Biological Science June 1997**

*Michigan Technological University*

Cum Laude Honors

Excellence in Government Fellows Program ▪ Lean Six Sigma Black Belt ▪ Level II Certification in Systems Planning, Research, Development & Engineering

**AWARDS & ACCOMPLISHMENTS**

**Department of the Army Meritorious Civilian Service Award April 2012**

*Leadership in opening the Ground System Power and Energy Laboratory*

**Special Assignment, Washington, DC April 1999 – April 2000**

*Deputy Assistant Secretary of the Army, Acquisition, Logistics and Technology (Chief Scientist Office)*

**Percy Julian Leadership Award May 1996**

**PROFESSIONAL EXPERIENCE**

**Congressional and Legislative Affairs Officer October 2021 – Present**

*DEVCOM Commanders Action Group – U.S. Army DEVCOM, DB – 0801-04*

* Lead development and implementation of a proactive, command wide, congressional engagement strategy and synchronize this plan with eight (8) subordinate centers and labs which report to HQ DEVCOM as well as with HQ AFC, OCLL and SAFM-BUL.
* Prepare senior leaders for upwards of 50-75 annual command wide congressional engagements and write execute summaries and action plans following the engagements.
* Manage legislative objectives/priorities by analyzing factors which influence congressional perceptions and postures of congressional members and staffers.
* Determine legislative impacts to the DEVCOM’s research and development projects by conducting data analysis and research of congressional authorizations and appropriations.
* Assist in reviewing over 10 annual congressional reports, assigned to DEVCOM, which are due to the Army on behalf of HQ AFC, ASA(ALT) and Secretary of the Army.

**Senior Congressional Liaison October 2015 – October 2021**

*G5 Communications Office – U.S. Army GVSC, DB – 0801 – 04*

* Worked proactively with senior management on federal and state congressional engagements which led to strategic visits by over 35 members of congress and professional staff members
* Worked closely with internal research teams to stretch GVSC funds/resources by pooling with other agencies to develop/deploy technologies of mutual interest more rapidly and cost-effective than any single participant could without collaboration. This included leveraging over $15M in DOE fuel cell and hybrid vehicle research.
* Developed Other Government Agency (OGA) Engagement Strategy with analysis of key stakeholders to include NASA, DOE, DHS, FBI, CIA, MEDC, MDC, and other federal, state and local organizations. The result of this strategy resulted in memorandum of agreements/memorandum of understandings with several agencies to include, MEDC, MDC and DOE. Along with serving as the G5 Lead for reaching out to OGA as well as Senior Congressional Liaison POC.
* Identified and cultivated new, and extended/expanded existing relationships with Federal/State/Local Government agencies outside of DOD/DA excluding DOE/ARPA-E. Also, provided strategic analysis of congressional bills and reports as well as the annual NDAA.
* Served as a volunteer coach on DOD and GVSC’s STEM Outreach Efforts with FIRST Robotics which led to the direct hiring of 6 underrepresented women and minorities. Worked with GVSC human resources team to develop a strategy to attract the best and brightest underrepresented minority STEM majors attending local universities.
* Produced over 36 videos and written marketing information of GVSC’s capabilities for intended audience(s) with different levels of understanding, various points of view and with varying comprehension levels

**Deputy Chief of Staff (G2/G3/G5/GDIE) November 2013 – October 2015**

*U.S. Army GVSC, DB – 0801 – 04*

* Professionally led and served as the Deputy Chief of Staff for G2 (Security), G3 (Operations), G5 (Communications and Outreach), GDIE (Global Defense International Engagements) of GVSC.
* Served as the staff functional authority across CCDC and the TACOM LCMC in the identification, pursuit and capture of new business, cost share/leveraging opportunities and fostered strategic relationships both with the auto industry as well as the international community.
* Gained knowledge of and emphasized connections to the GVSC 30 Year Strategy in aligning opportunities to technical area gaps, needs and capabilities.
* Provided overall strategic direction for the G2/3/5/GDIE areas and worked to build relationships that enhanced GVSC's relevance and reputation internally and externally.
* Improved partnerships with key customers/influencers/counterparts throughout respective pursuit sector and sought-after opportunities to improve teamwork and support across staff and cross organizational functional areas.
* Showcased efforts of business development process improvements utilizing tools and techniques to include Lean Six Sigma methodologies.

**Associate Director of Communication and Outreach May 2011 – November 2013**

*U.S. Army GVSC, YC – 0340 – 03*

* Served as the Associate Director of GVSCs strategic communications and outreach responsible for managing and leading GVSC's Communication and Outreach Teams with a mission that included public relations, protocol, advertising, information, conducting visits and scheduling and supporting technical conferences and marketing communication as well as Science, Technology, Engineering and Math (STEM) Outreach.
* Developed strategic, operational, work and support plans to insure completely integrated communications were linked to organizational strategy and goals; along with establishing and managing the communication activities in accordance with metrics that drove effective performance and encourage continuous improvement.
* Served as an expert at using and tailoring appropriate communications media including web based, wireless, television, print, graphics, and other communications media’s to most effectively transmit the intended message to the intended audience.
* Managed a team responsible for developing and executing a comprehensive strategic communication and marketing plan.
* Remained current on new GVSC technology developments for promotion and demonstration while managing the $20M communications budget.
* Represented GVSC at over 100 plus conferences, symposiums, workshops, speaking events, meetings and other technology events, with authority to speak on behalf of GVSC and GVSC management on technology and related organizational issues.
* Exercised significant responsibility in communicating with high level officials within GVSC, the PMs, supporting MSCs, AMC, CCDC, HQDA and DOD.

**Director of Strategic Plans and Programs June 2007 – August 2010**

*U.S. Army GVSC, YC-0340-03*

**Federal/State/Local/Congressional Team Leader September 2005 – June 2007**

*National Automotive Center (NAC)*

**Special Projects Officer August 2003 – September 2005**

*National Automotive Center, GS-1301 – 13*

**Special Programs Manager March 2001 – August 2003**

*Research Business Group, GS-1301 – 13*

**ACTIVE MEMBERSHIPS**

* National Defense Industrial Association Advisor Michigan Chapter (NDIA)
* STEM Director, Women In Defense-Michigan Chapter
* Heroes’ Alliance TEAM
* Omega Psi Phi Fraternity, Inc