**First and Last Name**

**Address**

**Town, State and Zip Code**

**Email Address**

**Phone Number**

**OBJECTIVE *(optional to include)*:** To obtain a full time position in public service with *(Indicate the federal Agency and sub Agency)* as a *(Indicate the position including announcement number if there is one)*.

**SKILLS SUMMARY:** *(Bulleted list of specific skills directly related to the position including the* ***Key Words*** *identified in the position description)*

* Focused and highly motivated management professional, with 12 + years of extensive experience in Strategic Workforce Planning, EEO, OHR and Diversity Mgt.
* Innovative and energetic team player, relationship builder, and highly effective communicator.

Core Competencies Include:*(These are skills you want every employer to know you possess and feel they are what defines you as a model employee.)*

* Strategic Planning
* Project Management
* Interpersonal Skills
* Knowledge Management
* Federal-State Partnerships
* Conflict Management

**PROFESSONAL EXPERIENCE:** *(Describe in detail each position you held for at least the last 10 years and quantify and qualify each statement)*

**Name of Employer**

**Position & Title**

**Location and Years of Service**

Provide leadership to a team of 10 public health and management analyst conducting research. Leads Initiative of recruiting public health professionals into the center and the field offices.

* Serves as lead expert in the field of ionizing and non-ionizing radiation representing NIOSH, CDC at policy meetings with national stakeholders.
* Reviews key studies on mammography for CDRH, FDA to evaluate the new digital technology and made recommendations to FDA and the mammography industry.
* Co-authored over 35 peer-reviewed scientific papers.

**EDUCATION:**

**Master of Science**, Management Information Systems (MIS) 2005

Buffalo State University Buffalo, NY

**Bachelor of Science**, Biology 2002

Purdue University Peoria, IN

**ADDITIONAL TRAINING:** *(List any training including accreditations, certification, and fellowships for the past 5 yrs. Use your discretion for including trainings >5 yrs.)*

* **Team Leadership Training**

Federal Executive Institute, Graduate November 2014

Charlottesville, VA

* **Certified Health Education Specialist**  October 2013
* **Fellowship**

Electromyography/Nerve Conduction Studies August 1992

University of Pennsylvania Philadelphia, PA

**HONORS AND AWARDS:**

Outstanding Service Medal 2012

Commendation Medal 2006

Outstanding Group Performance Multiple awards

Group Commendation Multiple awards

**PUBLICATIONS:**

1. Friedman LM, Furberg CD, **DeMets DL**. Fundamentals of clinical trials. 3rd ed. Boston, (MA): PSG Inc.; 1983.
2. **Brown LM.** Epidemiology of alcohol-associated cancers. Alcohol 35:161-168, 2005.
3. Baris D, Silverman DT, **Brown LM**, Swanson GM, Hayes RB, Schwarz AG, Liff JM, Schoenberg JB, Pottern LM, Greenberg RS, Stewart PA. Occupation, pesticide exposure and risk of multiple myeloma. Scandinavian Journal of Work and Environmental Health 30:215-222, 2003.

**PROFESSIONAL ASSOCIATIONS:**

Commissioned Officers Association

Association of Military Surgeons of the US

Reserve Officers Association

## VOLUNTEER EXPERIENCE: *(optional)*

## Parent Teacher Association 2002- present

## The Cedar Lane School

11630 Scaggsville Road

Fulton, MD

**REFERANCES:**  *(List at least 3 reference including their contact information)*