

## Sample Resume for Instructor

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Melanie Nolan

West Point, New York

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### Education

**University of Virginia**, Master of Arts (MA), Political Science, 2016, Charlottesville, Virginia

**The College of William and Mary**, Bachelor of Arts (BA), Government, cum laude, 2007, Williamsburg, Virginia

### Professional Military Education, U.S. Army

- Commander's Safety Course, 2013
- Petroleum Officer Course (Honor Graduate), Fort Lee, Virginia, 2012
- Combined Logistics Captain's Career Course (Distinguished Honor Graduate), Fort Lee, Virginia, 2011
- Supply and Service Management Officer Course (Honor Graduate), Fort Lee, Virginia, 2009
- Defense Packaging of Hazardous Materials for Transportation Course, Fort Lewis, Washington, 2007
- Quartermaster Officer Course (Commandant's List), Fort Lee, Virginia, 2007

### Teaching Experience

Jun 2016-Present **Instructor of International Relations and Comparative Politics**, Department of Social Sciences, United States Military Academy, West Point, NY

- Oversee daily operations of 15 permanent and rotating faculty across 8 international relations courses. Directly supervise 11 faculty members charged with teaching 1,000 cadets each year. Ensure course curriculum develops critical thinking, writing, analysis and speaking skills. Advise and support international relations thesis candidates.

Jan-May 2016 **Teaching Assistant**, Department of Politics, University of Virginia, Charlottesville, Virginia

- Instructor for two sections of Introduction to American Politics

Jul 2007-Present **Collegiate Professional License**, Commonwealth of Virginia Board of Education

- Endorsement in High School History and Social Science

Jan-May 2007 **Teacher-in-Training**, Hampton High School, Hampton, Virginia



Source: "Transition from Military to Civilian Workforce" Employment Workshop, U.S. Department of Labor Veterans' Employment and Training Service. Provided by CareerOneStop.org.

Sep-Dec 2006

**Clinical Teaching Trainee**, Williamsburg High School,  
Williamsburg, Virginia

### **Publications and Scholarly Activities**

- Nolan, Melanie "Hot Aircraft Refueling: Newest News" Quartermaster Professional Bulletin, Winter 2013 □
- Nolan, Melanie "Review of International Relations" Georgetown Journal of International Affairs, November 2011
- Nolan, Melanie "Political-Military Strategy and Democratization in Iraq," Foreign Affairs, Summer 2010

### **Presentations and Seminars**

- Invited Presenter, "Mediation and Military Justice: Skill-building Workshop for Alternative Resolutions," US Military Academy Department of Political Science and Department of Behavioral Science, April 2016
- Small Group Facilitator, "Where to Borders End," Texas A&M Student Conference on United States Affairs, Feb 2017 □
- United States Military Academy Master Teacher Program, Aug 2013 - May 2016

### **Professional Experience**

2007 to Present     U. S. Army, (various positions and global locations)

- Provided human resource support for more than 800 Army personnel stationed in the Republic of Korea during a two-year period.
- Led a group of 24 employees in providing bulk petroleum and munitions to 3,500 employees in the field.
- Directed the logistics operations of a group of 600 employees supporting operations in Iraq. □
- Managed a team of 12 personnel ensuring that \$4M of military equipment was fully operational and ready for use.

### **Military Awards and Decorations**

- Meritorious Service Medal
- Army Commendation Medal
- Army Achievement Medal
- Army Superior Unit Award
- National Defense Service Medal

### **Professional Organization Membership**

- Association of the United States Army (AUSA)
- American Political Science Association (APSA)
- Foreign Area Officer Association (FAOA)



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