

ROBERT SMITH

Audit Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

3+ years of experience as an Audit Supervisor. My objective is to grow and refine my business management skills to further advance my professional life into the fields of my interest. Seeking the prosperity and growth of the company by overperforming in my duties and delivering quality work.

CORE COMPETENCIES

Auditing, Financial Reporting, Accounting, Excel, GAAP, Internal Controls, Word, Income Tax, Detail-oriented, Analytical, And Technical.

PROFESSIONAL EXPERIENCE

Audit Supervisor

G2 Secure Staff, Llc - July 2015 – Present

Key Deliverables:

- Responsible for the quality assurance and evaluation of American airlines aircraft cabin cleaning operation.
- Auditing American airlines aircraft as mandated by an operation using the client-approved scoring system.
- Managing and directing unionized employees to ensure cleaning procedures are met.
- Coaching and training employees to improve crew productivity and workflow.
- Performing disciplinary action for insubordinate and underperforming employees in compliance with SEIU.
- Leading the completion of shift operation based on strict departure deadlines.
- Improving operation by advising and implementing new ideas to middle management.

Maintenance Manager

Hallmark Aviation Services In - January 2015 – June 2015

Key Deliverables:

- Responsible for the upkeep of two five-star airport lounges and restaurants for Qantas first class and business class travelers.
- Managing costs associated with repairs and service providers based on budget.
- Create weekly reports from the lounge to contractor company and middle management.
- Work alongside the construction company to oversee every phase of the new lounge.
- Accountable for the results in image, functionality, and costs of the lounges.
- Worked along general manager and project manager to develop efficient processes of maintenance by staff.

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- Resolved issues quickly to prevent unsatisfactory ratings from passengers.

EDUCATION

Business - February 2011 to June 2011(El Camino College)Business - February 2010 to October 2010(Victor Valley College)Diploma - 2005 to 2009(Silverado High School)

