

# ROBERT SMITH

## Associate Chief Of Operations

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

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### SUMMARY

Excels in mid-management and senior level supervision in various organizations throughout the Department of Defense. Possess crucial skills across the Information Technology spectrum that include project management, process improvement, strategic analysis, policy development, budget planning and execution with strong planning, team-building, and communication skills.

### CORE COMPETENCIES

Event Coordination, Stand Up Comedy.

### PROFESSIONAL EXPERIENCE

#### Associate Chief Of Operations ABC Corporation - 2008 – 2009

##### Key Deliverables:

- Scheduled day-to-day operations of 1250 apartments and townhouses on San Franciscos Embarcadero.
- Coordinated construction, purchasing, payroll, engineering (mechanical, electrical, plumbing), janitorial, security, landscape maintenance, and tenant improvements.
- Maintained productive tenant relations program and positive staff relations while motivating building personnel.
- Spearheaded construction, engineering, and security.
- Intercommunicated/cooperated with tenants.
- Exercised both administration and managerial responsibilities.
- Supervised contracted and employed staff for all property locations.

#### Chief Of Operations

#### Delta Corporation - 1978 – 1982

##### Key Deliverables:

- Academic year Served as personnel officer 1 year and 2 years as training Lt.
- Directed a 25 member operations team in the short/long term operations planning for a 650 employee organization; led a comprehensive decision making.
- Proudly led an artillery Task Force in combat for 15 months with an extremely complex and diverse mission during surge operations in the Abu Grab .
- Developed a comprehensive risk management strategy designed to maximize Soldier safety by conducting over 1800 combat patrols, and established a 24/7.
- Supervised the staff, cadre, and Cadet Candidate Battalion (225 students) on daily operations to include all logistic, administrative, and support .
- Selected over peers to become the senior military trainer resulting in the highest matriculation rate from the preparatory school to the United .

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- Managed and directed global personnel resource activities for 32K-person staff assigned to 8 departments and routinely traveled to 5 geographically .

### EDUCATION

Juris Doctorate - (San Francisco Law School)

