

Robert Smith

Chief Of Operations

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Seeking Project Management or Project Supervisor position in with emphasis in Cybersecurity. Where proven decision-making skills and experience will improve organizational and operational efficiency. Special Qualifications Security+ Certified Accustomed to working with executive and senior level management.

SKILLS

MS Office, Computer , Computer .

WORK EXPERIENCE

Chief Of Operations

ABC Corporation - November 2006 - November 2008

- Colorado Springs, Colorado Responsible for over 12 million dollars worth of Custom Home inventory.
- Primary point person for all contracts and production work.
- Point of contact for all construction related issues, which included Contracting, estimating, bidding and awarding build contracts.
- Daily duties include coordinating and delegating custom home and remodeling projects.
- Ensured change-orders and modifications to contract were recorded and billed.
- Worked directly with Regional Building Department and Engineers for plan approval.
- Supervising 5 full-time employees and 3 site supervisors.

Chief Of Operations

Delta Corporation - 2003 - 2006

- Responsible for bringing Buildings up to current OSHA standards, Employee Safety, Production Improvement Recommendations and Equipment purchasing.
- Manage more than 400 sworn and civilian personnel within the Sheriffs Office.
- Office provides first responder police service to emergency situations, investigate incidents of criminal activity, identify and apprehend .
- Command the day to day operations of Criminal Investigations Unit, Highway Patrol Division, Marine Unit, and the 911 Communications Center Supervise .
- Direct investigations related to internal conduct, rules and regulations, and ethics related issues to ensure services are provided to Lake County.
- Managed cases throughout the United States Scheduled, organized and implemented lab work Communicated efficiently and respectfully with doctors,.
- Supervised all operations for a Military Treatment Facility (MTF).

EDUCATION

Bachelor of Arts - (Political Science University of Colorado - Denver, CO)