

Robert Smith

Chief Warrant Officer

PERSONAL STATEMENT

Obtain a management position within an organization that offers challenge and opportunity for my career development and in return provide the organization the best of capabilities. A goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high-performance standards.

WORK EXPERIENCE

Chief Warrant Officer

ABC Corporation - 2012 - 2019

Responsibilities:

- Direct planning and operating performance of departmental contract and purchasing functions in excess of \$12 million annually.
- Provided decisive, action-driven leadership in coordinating fiscal execution of 4 Area Accounts.
- Property Officer of \$38 million in assets.
- Warehouse supervisor of \$38 million dollar inventory.
- Motivated and supervised a talented team of 36 property custodians, 9 purchasing managers, and 2 junior officers.
- Administered all financial, purchasing, contracting & management systems, evaluation, and new application integration.
- Performed internal audits to ensure regulatory compliance of spend-down requirements, fiscal year closeout, and ensured that procurement/contract processes were within accordance with the Government Accounting Office(GAO), Federal Acquisition Regulations(FAR), and Maintenance & Logistics Command(MLC).

Chief Warrant Officer

Delta Corporation - 2007 - 2012

Responsibilities:

- Completed and achieved the highest number of technical qualifications out of 62 people Successfully maintained and repaired.
- Human Resources.
- Led and performed safety inspections on several large and foreign-flagged vessels.
- Enforced applicable laws and regulations ensuring passengers.
- Served as a fire control system technical expert for Area cutters.
- Supervised weapons maintenance support shop First Coast Guardsman to earn.
- Taught and motivated students to full potential.

Education

Master of Science in Public Administration - (West Chester University - West Chester, PA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Contract Administration,
Financial Management,
Business Administration,
Contract Negotiations.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)