

ROBERT SMITH

Field Operations Coordinator

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SUMMARY

Seeking a Field Operations Coordinator position in a professionally competent environment that will allow me to maximize my skills for a company that provides opportunities for future growth and training.

CORE COMPETENCIES

Microsoft Office, Account Management.

PROFESSIONAL EXPERIENCE

Field Operations Coordinator

ABC Corporation - November 2012 – 2021

Key Deliverables:

- Acted as POC/liaison between local, State, and Federal agencies involved in disaster response and recovery.
- Provided information/data for assistance in the development of ISRs, IAPs, provide RECON for expanding events.
- Represented agency during VOAD meetings and State WVDHSEM briefings.
- Assisted in developing in-State training opportunities.
- Acted in a professional capacity during disaster operations filling IMT assignments.
- Completed all required ICS forms/documentation during active events.
- Secured \$95K in cash and in kind donations.

Field Operations Coordinator

Delta Corporation - 2007 – 2012

Key Deliverables:

- Assisted in developing and implementing the strategic plan for the all field regions Assisted in building coalitions with other civil rights .
- Handed out ticket orders to buyers in an energetic and friendly manner Assisted customers in purchasing tickets online for different events Received.
- Provided key operational support and direct project involvement and communication with several departments including Human Resources, Payroll, Client.
- Duties included but not limited to Responsible for check-in and check-out of all equipment, connectors and cable for projects Staging jobs, bar-code .
- Applied for permits, set the schedule, data entry.
- Main customers were hospital/medical offices.
- Worked closely with development team in de-bugging and tracking down software problems reported by customers and in-house database entry employees.

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EDUCATION

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