Knowledge Operations Manager

ROBERT SMITH

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Objective

Seeking a job opportunity in the accounting field where can apply outstanding client service and leadership skills.

Skills

Inventory Management, Computer Security, Software Updating, Memo Creating And Editing, Maintaining Records.

Work Experience

Knowledge Operations Manager

USAF - October 2008 – 2020

- Performs data management.
- Manages process of planning, coordination, managing, sharing, and controlling organizations data assets.
- Updates or uses data vocabularies and metadata catalog, enabling data to be accessed, tagged and searched regardless of physical location, media, source, owner, or other defining characteristics.
- Categorizes and specifies how to represent objectives.
- Interfaces or assists communities of interest.
- structures data and information for a specific purpose in a specific context for collaborative groups of users who must exchange information in pursuit of their shared goals, interest, missions, or business processes.
- Manages databases for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions.

Knowledge Operations Manager

Delta Corporation - 2005 – 2008

- Utilized comprehensive knowledge of automated and non-automated systems, personal computers and software employed to prepare reports and extract data .
- Entered and maintained files and dispositions.
- Proficient in Microsoft Word Excel PowerPoint Outlook Publisher Access Records Management Administrative Communications Computer Awareness and .
- Employ extensive knowledge on Privacy Act (PA) and Freedom of Information Act (FOIA) procedures to significantly improve records management .
- Assist with managing databases for the storage, modifications, and retrieval of information to produce reports, answer queries, and record .
- Manage and maintain Member separation and transfer packages for over 200 airmen ensuring compliance according to the Air Force instructions and .
- Scanned and email important documents and review correspondence for accuracy

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Education

IT - (Military Tech School, University of New Mexico - Albuquerque, NM)

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