ROBERT SMITH

Sr. Leading Petty Officer

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

SUMMARY

Seeking employment as an administrative assistant / human resources manager in an environment that will allow me to use the skills gained over the last 16 years in the military. Skills such as being an effective administrator, multi-tasker, problem solver, and a strong leader. Areas of Expertise/Proficiency: Management Customer Service Microsoft Office Mentoring Dependable Computer Efficient Typing Team Building Outlook/Word/Excel/PowerPoint Correspondences Scheduling Training and Development Records management Generate Reports General Office Operations Current U.

CORE COMPETENCIES

Administration, Customer Service, Data Entry, Management , Supervisor.

PROFESSIONAL EXPERIENCE

Sr. Leading Petty Officer

ABC Corporation - 2010 – 2014

Key Deliverables:

- Supervised over 100 junior sailors during drill weekends; planning, scheduling and reinforcing policy.
- Organized and managed day to day administrative operations.
- Implemented a training schedule for sailors weekly, monthly and yearly requirements.
- Oversaw the completion of yearly evaluations, career development boards, awards recommendations and incoming and outgoing correspondences.
- Mentored 7 junior sailors on military bearing and respect.
- Worked alongside the Officer in Charge to develop effective disciplinary actions.
- Oversaw the day to day tasks of 4 individuals while providing support to the Warehouse Supervisors.

Leading Petty Officer

Delta Corporation - 2002 – 2003

Key Deliverables:

- Supervised, instructed, and managed 50 sailors in the training, operation, and maintenance of complex propulsion and reactor plant systems.
- Manage the scheduling and training of 17 personnel in laboratory procedures, medical records maintenance, storage and performing yearly physical.
- Conduct bi-annual and yearly performance evaluations of personnel under my charge.
- Performed specialized correctional duties at naval places of confinement including responsibility for the security control supervision support health .
- Supervised awardees in a non-incarcerative setting providing leadership and guidance by instruction and by example.

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- Ability to supervise both brig prisoners and detainees and correctional custody unit awardees while applying the level of control supervision and .
- Performed duties such as; shakedown strip and frisk searches escorting tool and key control and disaster fire disturbance and riot control.

EDUCATION

- Master Training Specialist In Adult Education - 2006(US Navy Journeyman Instructor Training - Great Lakes, IL)

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