

ROBERT SMITH

Maintenance Control Supervisor

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

SUMMARY

A dedicated individual who served 13 years in the Marine Corps. I have combined experience in leadership and quality control with an overall spirit of excellence. My background consists of managing others including a recruiting office and ensuring equipment is operationally fit to function. I am highly motivated to lead others, ensuring we reach goals as a unit and effectively problem solve.

CORE COMPETENCIES

Microsoft Outlook, Project Management, CMMS, AutoCad.

PROFESSIONAL EXPERIENCE

Maintenance Control Supervisor ABC Corporation - June 2011 – 2020

Key Deliverables:

- Determined schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment, and skill of personnel.
- Inspected and monitored work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Investigated accidents or injuries and prepare reports of findings.
- Monitored employees work levels and review work performance.
- Requisitioned materials and supplies, such as tools, equipment, or replacement parts.
- Inspected, tested, and measured completed work, using devices such as hand tools or gauges to verify conformance to standards or repair requirements.
- Conducted or arranged for worker training in safety, repair, or maintenance techniques, operational procedures, or equipment use.

Maintenance Control Supervisor Delta Corporation - 2010 – 2011

Key Deliverables:

- Controlled all maintenance on the T-6B primary trainer for the navy and Marine Corps.
- Scheduled maintenance and assigned aircraft safe for flight by ensuring all maintenance was upto date and performed according to the 4790.2(series).
- In charge of making sure all 125 personal under my supervision performed their jobs to the highest ability and with the highest professional .
- Includes but is not limited to Supervising the work flow of 40 technicians and assignments to various jobs; performs a variety of quality .

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- Managed outside repair facilities and repairs to ensure all work is properly completed in accordance with the Companys safety and compliance .
- Restored a depleted fleet of communication equipment during Operation New Dawn Iraq, from a 57% readiness rate to a 98% readiness rate.
- Maintained 100% accountability of 47 vehicles, 18 generators, and 42 pieces of communication equipment valued at over \$47,000,000.

EDUCATION

Diploma

