

ROBERT SMITH

Junior Operations Specialist

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

SUMMARY

3 years of experience as an Operations Specialist. Highly efficient and organized manager with strong planning skills dealing with Complexity and diversity. Practiced with making sound judgments in high-pressure situations. Creative problem solver focused on customer-service and Safety.

CORE COMPETENCIES

Vantive, Report Writer, Some Quick Books, AS400, Cisco, VPN, MS Office, Outlook, Fax Machine, 10 Key, Copier, and Scanner.

PROFESSIONAL EXPERIENCE

Junior Operations Specialist

ABC Corporation - October 2011 – February 2013

Key Deliverables:

- Assigned to a two-member watch team in support of the commander first us army-division west operations center key results responsible for division west operations center planning, coordinating and maintaining situational awareness within the division west area of responsibility.
- Assist division west in executing all missions in support of training, readiness, oversight, and mobilization of national guard and reserve forces.
- Compile data and information from a multitude of sources (internet, government, private sector, media, etc.) throughout the united states.
- Produce operational reports, situation reports (sitrep); draft message traffic, and produce briefing slides.
- Provide advice and recommendations to the watch chief and chief, current operations.
- Operate command, control and communications (c3) equipment linking division west with subordinates, higher headquarters, and other DOD entities.
- Maintain logs/records and prepare reports as directed by the chief, current operations.

Command Watch Analyst

ABC Corporation - June 2010 – September 2011

Key Deliverables:

- Assigned to a two-member watch team in support of the commander first us army-division west operations center key results responsible for division west operations center planning, coordinating and maintaining situational awareness within the division west area of responsibility.
- Assist division west in executing all missions in support of training, readiness, oversight, and mobilization of national guard and reserve forces.
- Compile data and information from a multitude of sources (internet, government, private sector, media, etc.) throughout the united states.

ROBERT SMITH

Junior Operations Specialist

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

- Produce operational reports, situation reports (sitrep); draft message traffic, and produce briefing slides.
- Provide advice and recommendations to the watch chief and chief, current operations.
- Operate command, control and communications (c3) equipment linking division west with subordinates, higher headquarters, and other DOD entities.
- Maintain logs/records and prepare reports as directed by the chief, current operations.

EDUCATION

- Bachelor Of Science - (Excelsior University - Albany, NY) Diploma- (New Mexico University - Las Cruces, NM) High School Diploma in General Studies - August 2003 (Tates Creek High School)