

Robert Smith

Junior Operations Specialist

PERSONAL STATEMENT

As an Operations Specialist with the Department of Defense with 3 years of experience, I have been working for a contracting company based in Iraq where my responsibilities include planning as well as decision making for facility maintenance and equipment management.

WORK EXPERIENCE

Junior Operations Specialist

ABC Corporation - October 2009 - October 2011

Responsibilities:

- Communicated with the military in a professional manner and created support for facilitating operations in the organization.
- Assisted in operations & management while identifying the needs of client/customer and update project execution manuals.
- Prepared daily & monthly reports for, "sit reps, pub slides, dos slides, QA/QC checks, and preventive maintenance of equipment";
- Implementing and monitoring an instructional program that ensures the achievement of the companys instructional and personal goals.
- Processed work orders using an inventory program such as stock & roll, Maximo, and sap.
- Logged incoming/outgoing personnel assigned property and use employee management tracking system.
- Determined and document appropriate guidelines for all quality assurance measurements.

Moral Welfare Recreation Coordinator

ABC Corporation - April 2008 - October 2009

Responsibilities:

- Bayji, Iraq (fob) Summerall conducted staff meetings to improve and implement new ideas for special events and services.
- Supervised 14 employees and maintained 2 MWR facilities (MWR gym; MWR cafe).
- I displayed responsible accountability for MWR equipment (government furnished property).
- I made decisions that were beneficial for the client/customer and the employer.
- Encouraged safe and proper use of equipment for the well-being of self and others.
- Implemented different workout techniques, methods, and promoted health and welfare awareness for u.
- Selective achievements instrumental in developing appropriate work process to meet the identified needs conducting health and safety audits as well as quality control procedures conduct quality circles and safety meetings KBR MWR coordinator received a certificate of appreciation from 561 mp unit stationed in Iraq.

CONTACT DETAILS

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SKILLS

Results-oriented,
Dynamic Operations
Professional,Quality
Assurance,MS Word, MS
Excel, PowerPoint, SAP,
MAXIMO, and Stock N
Roll.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

M. S. S in Sports Management - (American Public University) B. S. in Coaching & Sports Administration - January 2003 (University Of Southern Mississippi) Honors- (UW Honors French Society)