

Objective

To obtain a challenging Operations Support Assistant position in Logistics Management where my knowledge, experience and skills will be contributed towards the development, and steadiness of the organization. Preparing and submitting training schedules, training forecast through the Digital Training Management System (DTMS) for the commander's approval. Reviewing and editing company correspondence in accordance with company commander's guidance. Developing reports, charts and prepared forms using standard software systems.

Skills

Project Management, Business Analysis, Business Management.

Work Experience

Operations Support Assistant

ABC Corporation - April 2005 – June 2011

- Assessed and adjusted priorities daily to ensure timely completion of special projects and normal workflow.
- Led team of up to 15 people, covering every department function performed.
- Communicated weekly with management regarding updates, production volumes, personnel, and other related issues.
- Managed multiple tasks and projects simultaneously in conjunction with completing daily responsibilities.
- Trained new and existing staff on current and changing policies and procedures.
- Performed quality assessments on all staff regularly to ensure departmental quality goals are attained.
- Researched and tested new products and processes for both technical and processing issues.

Operations Support Assistant

Delta Corporation - 2000 – 2005

- Manages machine assignments and workflow Monitors mail and ensures timeliness is met Supervises employees keeping them on task Trains new employees .
- Assisted multiple Directors and Managers to ensure all information was prepared and available to ensure successful events Managed and organized all .
- Assisted in management of team of 23+ team members for CitiFinancial Bankruptcy and foreclosure documents Assisted the management team in day to day .
- Onboarding of candidates including conducting and ordering background checks, scheduling drug tests and collecting paperwork -Assisting contractors .
- Assists with gathering timecards from contractors to process payroll.
- Create, Draft, and Implemented Standard Operating Procedures for several operation functions.
- Provided training, quality assurance, and delivery across multiple departments within Transaction Services.

Education

M.A. In Human Resources