

ROBERT SMITH

Operations Intern I

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

SUMMARY

To obtain a management position within company where can apply past private golf club experience in order to grow as a manager in the private club industry and to continue the successful operations of distinguished club.

CORE COMPETENCIES

Microsoft Office, Microsoft Word, Microsoft Excel, Adobe Photoshop, Microsoft Power point.

PROFESSIONAL EXPERIENCE

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ABC Corporation - June 2012 – August 2012

Key Deliverables:

- Monitored power plant equipment and indicators to detect evidence of operating problems.
- Collected oil, water, or electrolyte samples for laboratory analysis. Took regulatory action, based on readings from charts, meters.
- Inspected records or logbook entries and communicated with plant personnel to assess equipment operating status.
- Controlled and maintained auxiliary equipment, such as pumps, fans, compressors, condensers, feed water heaters, filters.
- Cleaned, lubricated, or maintained equipment, such as generators, turbines, pumps, or compressors, to prevent failure or deterioration.
- Recorded and compiled operational data by completing and maintaining forms, logs, or reports.
- Opened and closed valves and switches in sequence to start or shut down auxiliary units.

Operations Intern

AFRICAN CHAMBER OF COMMERCE - 2011 – 2012

Key Deliverables:

- Scheduled, advertised, planned, and executed community and company events.
- Fundraised and organized sponsorship events.
- Facilitated meetings between visiting African leaders/Business owners and Pacific Northwest business owners.
- Organized monthly business networking breakfast meetings with community business leaders.
- Accompanied the President of the Chamber to meetings.
- Processed new member payments and assisted in the recruitment and retention of members.

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- Hosted international visiting business leaders and marketed the Chamber to them..

EDUCATION

Associate - (Youngstown State University - Youngstown, OH)

