

ROBERT SMITH

Staff Operations Officer

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

SUMMARY

Skilled, highly adaptable logistics professional with 20 years of demonstrated ability to lead, train and supervise supply, warehouse, fiscal and maintenance operations. Diverse experience across a broad range of aviation, ground, training and installation organizations with over 1500 personnel, property accounts up to \$800M and budgets exceeding \$26M.

CORE COMPETENCIES

Microsoft Office, Property Management, Budget Management, Leadership.

PROFESSIONAL EXPERIENCE

Staff Operations Officer

Exercise Support Division - 2012 – 2019

Key Deliverables:

- Directed operations of maintenance intensive organization with \$26M annual budget and over 200 specialized technicians.
- Supervised allocation of 6000 pieces of tactical equipment on a recurring basis to support requirements of Marine Corps, other service and international unit training events.
- Developed strategic plan supporting operations and training of 25,000 personnel annually.
- Directed maintenance production for motor transport, engineer, ordnance and communications commodities maintaining a consistent 95-97% readiness over three years.
- Established property accounting procedures allowing 14K individual asset rotations through multiple custodians annually with no loss of accountability.
- Synthesized individual commodity processes into published standard operating procedures.
- Authored and delivered organizational presentations as primary planning representative.

Operations Officer

ABC Corporation - 2010 – 2012

Key Deliverables:

- Oversaw the operations, plans, and training within the organization.
- Planned and directed the employment of subordinate units consisting of 430 members to support other organization.
- Prepared and published standard operating procedures, all operations plans and orders for the organization.

ROBERT SMITH

Staff Operations Officer

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

- Influenced the development and implementation of the organizations safety certification and professional development programs.
- Developed annual and quarterly training guidance, and long-range training schedules for the organization.
- Maintained and administered resources for training including facilities, schools, land, and other support requirements.
- Ran the unit Operations Center in garrison, field and combat operations.

EDUCATION

Bachelors in Political Science - 1992(The University of Tampa - Tampa, FL)

