

# Business Operations Specialist III

## ROBERT SMITH

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### Objective

Proven Human Resource Generalist interested in utilizing investigation, research, interpersonal skills and financial capabilities to join dynamic, professional team wanting to make a difference.

### Skills

Microsoft Office, Project management and event planning experience, Sharepoint, Viewpoint, Bluebeam, Copier, Printer, Fax machine, Report binding equipment, Corporate phone system.

### Work Experience

#### Business Operations Specialist III

**ABC Corporation** - September 2008 - January 2010

- Responded to Boeings internal audit finding by developing, writing and releasing the plan for deployment and usage.
- Ensured Fabrication Division RIO plan is compliant with company and division command media through monitoring, management and continual improvement of the process Fabrication Program Manager Representative to CAS and assistant Fabrication Program Manager Representative to 747-8 Program.
- Embedded in business plans and activities, with a report out to executives.
- Responded and addressed audit finding against Fabrication Division by developing the Risk, Issue and Opportunity Plan, successful completion of an action plan to comply with Company policies and procedures.
- Skills Used Interpretation of Policies and Procedures to develop a response to audit and create an action plan to come into compliance.
- Interpersonal skills to work with Boeing Commercial programs as Fabrication representative to those programs and facilitate filling emergency parts.
- Manage business operations of order processing and fulfillment and support Account Managers.

#### Business Operations Specialist

**Boeing** - 2005 - 2008

- Assists in the development and integration of programs, plans, strategies and processes to meet business goals for authorization, such as sourcing strategy for commitment of work, cost imperatives, deployment analysis and impact mitigation.
- Supports the coordination and clarifies the analysis with business partners to validate results and determine scope to meet long range business goals and develop business case.
- Responsible for supporting the coordination of the commitments with internal and external organizations.
- Identifies risk and opportunity potential, develops mitigation planning and refines the business case.
- Meet with leadership to gain project approval.
- Collects, organizes and provides data according to established processes within the management system to maintain status of programs, customer and supplier commitments and compliance.

- Ensures follow up action for issue resolution..

## Education

Bachelor's in Psychology - 1988(University of Washington - Seattle, WA)