

# Operations Officer/Coordinator

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

To obtain a teaching or administration position, this will grant an opportunity to use skills, abilities, and experiences to support an organization that is committed to educating youth to become productive citizens.

### Skills

Instructional Design, Coaching, Leadership, Teaching.

### Work Experience

#### Operations Officer/Coordinator

**ABC Corporation** - 1988 - 1997

- Managed a team of twelve senior enlisted soldiers and eight civil personnel, while maintaining flight standards for a squadron.
- Analyzed and managed contract accounts while maintaining close working relationships with contractors and staff.
- Responsible for all levels of training of enlisted and commissioned soldiers in unit, worked as cooperative to several support and smaller elements and subordinate units.
- Increased effectiveness of operations by organizing and prioritizing data within computer database, improved computer systems data entry by 25% while improving work environment and personnel efficiency.
- Maintained a system of records according to regulations, maintained inventory of property accountability according to unit policy.
- Established a computer-training program that increased inventory control and operational readiness by 30%.
- Identified and solved problems of difficult contract accounts.

#### Operations Officer

**ABC Corporation** - 1985 - 1988

- Managed a department of 21 persons, promoting and maintaining optimal law enforcement and emergency response readiness for Western Lake Michigan.
- Ensured the safe operation of two (2) aids to navigation teams, nine (9) multi-mission stations and a multi-million dollar ice-breaking tug.
- Oversaw the training of the most critical watchstanders and the management of a [] budget.
- Developed and implemented units intense summer operations program after working closely with federal and local authorities.
- This program gave personnel clear task direction and enabled us to respond promptly and effectively to 1,292 search and rescue cases.
- Provided senior leadership with valuable recommendations prompting immediate and effective prosecution of 183 search and rescue cases, preventing loss of lives.
- Improved training and performance of critical watchstanders, enabled personnel to prosecute search and rescue cases smoothly and efficiently.

## Education

Master of Education in Leadership /Administration - (Christian Brothers University - Memphis, TN)