

ROBERT SMITH

Asst. Information Management

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

SUMMARY

A career oriented Quality engineer that is a certified Six Sigma Black Belt that has experience as a manufacturing engineer, process improvement and continuous improvement engineer. have an extensive back ground in manufacturing. A proven leader in Tier 1 and OEM organizations on finding cost saving initiatives of over a million plus dollars in improvements and over all lean processes.

CORE COMPETENCIES

Typing, Military, Filing, Payroll, Telephone.

PROFESSIONAL EXPERIENCE

Asst. Information Management ABC Corporation - October 2005 – May 2006

Key Deliverables:

- Calculated monthly supplies, UPS, and visa cost reports by agency cost centers.
- Tabulated auto pool mileage on Headquarters auto pool.
- Developed test cases for SSRS & Micro strategy reports and executed test cases such as report validation, performance traceability, stress testing & black box testing followed by functional testing.
- Written compiled modules and test scripts to execute the test cases for different tests.
- Executed integrated test cases for ETL and reports and validated end-to-end data quality.
- Performed Black Box Testing including Unit Testing and Integration Testing.
- Designed and developed Requirement Tractability Matrix (RTM) detailed Test Plan and Test scenarios using TFS.

Information Management Delta Corporation - 2002 – 2005

Key Deliverables:

- Managed the Physical Health Assessment Program, Government Travel Card, Airman Promotion System, and the Demand and Reduction Program.
- Appointed as the squadron Functional Area Records Manager (FARM).
- Trained and performed duty for the Security Forces augmentee program.
- Ensured compliance with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures.
- Without administrative support, a unit cannot function properly.
- My job was to make sure all administrative tasks flowed properly.
- Skills Used Administrative.

ROBERT SMITH

Asst. Information Management

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

EDUCATION

High school with some college in Pre-Physical Therapy - 2013(Mississippi Gulf Coast Community College - Biloxi, MS)

