

Robert Smith

Associate Business Operations Specialist

PERSONAL STATEMENT

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

WORK EXPERIENCE

Associate Business Operations Specialist

ABC Corporation - September 2008 - January 2010

Responsibilities:

- Responded to Boeing 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 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 report out to executives.
- Responded and addressed audit finding against Fabrication Division by developing the Risk, Issue and Opportunity Plan, successful completion of action plan to comply with Company policies and procedures.
- Skills Used Interpretation of Policies and Procedures to develop response to audit and create 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.
- Performs complex task associated with traffic data using MS Access and traffic operation software.

BUSINESS OPERATIONS SPECIALIST

ABC Corporation - 2007 - 2008

Responsibilities:

- Performed financial analysis and aided the CEO and COO in financial and budget planning.
- Assembled the month end financial, sales and logistics report for the CEO and VP of Finance.
- Assisted the COO and the Director of Operations in expediting logistics and distribution of product nationwide.
- Performed tracking of physical inventory, and monthly and quarterly inventory reconciliation.
- Spearheaded and implemented a Business-2-Business online project, automating client purchase orders and aiding sales team to save an average of 1.5 hours of order processing per day.
- Engineered company-wide database for easy access and data sharing across various departments.
- Sponsored and successfully acquired H1-B visa..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Excel,
and Outlook, Spanish,
Touch-key 10 type.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

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