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## Communications Supervisor Resume

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### Job Objective

To acquire Communications Supervisor position in which my skills and years of experience can help to increase the positive track record of the organization.

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### Highlights of Qualifications:

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- Remarkable supervisory experience in a telecommunication environment
  - Sound knowledge of Federal Communications Commission rules and regulations
  - Huge knowledge Current improvements and developments in communications systems and equipment.
  - Familiarity with Principles of electrical, electronic, and radio theory
  - Skilled in designing, repairing, and maintenance of a variety of types of radio and other electronic equipments
  - Proficient in use of electronic tools and diagnostic test equipment
  - Amazing ability to act quickly in emergency situations
  - Ability to execute supervisory tasks extensively
  - Remarkable ability to read and interpret complex schematic diagrams and technical manuals
  - Outstanding ability to maintain accurate records and prepare complete reports
  - Excellent communication and organizational skills
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### Professional Experience:

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Communications Supervisor, August 2005 to till date  
Provena Health, Murray, UT

- Supervised the installation of stationary and mobile radio receivers and transmitters.
- Ensured to provide licensing necessities to Federal Communications Commission.
- Directed and instructed employees regarding the more technical phases of installation, maintenance and repair.
- Inspected radio stations, microwave installations, alarm systems, and other electronic equipment.
- Maintained records and files of work performed.
- Ensured maintenance of records of equipment and supplies required for projects.

Communications Supervisor, June 2002 to July 2005  
Gordon Food Service, Murray, UT

- Monitored alarm panels for activations and entered calls for service for activated alarms.
  - Entered all towed vehicles to the Access Data base and checked each vehicle for stolen status for two consecutive days.
  - Entered all Fire Department runs to the FireHouse data base to create a base record for the stations to update to support State submissions for fire incidents.
  - Entered all appropriate data to the Shift Briefing logs.
  - Planned, assigned, and evaluated the work of foremen, technicians and aides.
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### Education:

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Bachelor's Degree in Communications, Hesston College, Hesston, KS

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