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## Operations Officer Resume

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### Job Objective

To further improve my skills as an Operations Officer by working for a challenging organization with high goals.

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### Highlights of Qualifications:

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- Remarkable experience in evaluating and managing production schedules
  - Huge knowledge of principles of supervision, organization and administration
  - Deep knowledge of current literature and principles of supervision
  - Familiarity with service vicinity and U.S. federal financial regulations
  - Good understanding of government contracting, budget, cost, logistics
  - Ability to conduct long range planning and forecasting
  - Ability to provide leadership and establish working relationships
  - Superior communication skills
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### Professional Experience:

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Operations Officer  
BAE Systems, Chicago, IL  
August 2005 – Present

- Administered operating procedures and processes.
- Suggested methods that improvised departmental efficiency.
- Established processes that streamlined interdepartmental communication process.
- Evaluated operational activities and executed duties of Retirement Services Specialist.
- Coordinated in meetings and imparted assistance with complex issues.

Operations Officer  
Zions Bancorporation, Chicago, IL  
May 2000 – July 2005

- Handled daily activities of branch and branch staff.
  - Managed teller transactions and introduced New Accounts.
  - Administered quality and audit controls.
  - Imparted guidance to branch staff.
  - Carried out regular staff meetings and performance evaluations.
  - Assured completion of daily processes and aided Lending staff.
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### Education:

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Bachelor's Degree in Business Administration  
Portland State University, Portland, OR

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