
Operations Officer Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

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

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