
Section Leader Resume

Job Objective

Dedicated and hard-working applicant seeking a Section Leader position with reputable company that can benefit from my expertise.

Work Experience:

Section Leader, August 2005 – Present

BAE Systems – Electronics Intelligence & Support, Saint Louis, MO

- Forecasted staffing needs and supported new hire selection and training process.
- Provided monthly coaching and career path direction for direct reports based on analysis of key performance indicators, work action reviews, side-by-side and silent monitoring of behavioral skill-sets, and evaluation of competencies.
- Prepared, administered and retained performance improvement counseling, performance appraisals and developmental action plans.
- Evaluated key performance indicators associated with designated operational processes.
- Recommended work strategies, pinpointing financial and quality areas of opportunity and selecting appropriate courses of action.
- Participated in and facilitated information sharing with your manager, business partners, peers, and direct reports to ensure widespread communication.
- Assessed and enhanced direct report's performance related to the Key Bank and Risk Operations values, vision, brand, and Operating Instructions.

Section Leader, May 2000 – July 2005

Linear Technology, Saint Louis, MO

- Trained new workers and assigned workers to stations.
- Adjusted and repaired machines.
- Examined laboratory sample reports to determine machine adjustments needed to meet company specifications.
- Read production meters and recorded total number of units produced.
- Patrolled section to inspect work for quality and to determine operating condition of machinery.
- Transmitted orders of Supervisor Master Title of section to workers and ensured that orders and safety rules are followed.
- Set up, adjusted, and repaired group of textile machines.

Summary of Qualifications:

- Huge knowledge of IT planning and project management
- Ability to schedule work, assign manpower needs, QA/QC the work and successfully execute projects
- Ability to effectively manage and lead marketing activities
- Ability to plan, coordinate, schedule assignments and projects
- Ability to determine specific resources and skills required for on-going activities
- Strong leadership, team management, and group facilitating skills
- Outstanding team building, coaching and mentoring skills

Education:

Bachelor's Degree In Engineering, Western State College, Gunnison, CO

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