

NAME 109

Address
Cell, Home, Office Phone
E-mail

OBJECTIVE

Electronics Operations Manager

SUMMARY

Twenty years experience in training and management of electrical systems. Recognized as an effective leader and communicator with excellent work ethic. Developed teams, led and managed operations, as well as provided training for civilian and military personnel. Responsible for wide range of operational functions including budgeting and cost containment.

PROFESSIONAL EXPERIENCE:

UNITED STATES NAVY – City, State

Year – Year

Technical Manager

Controlman for the AEGIS Weapons System, the most advanced weapons system in the Navy.

- Began as an AN/SPY-1 Radar technician and progressed to the title of Combat Systems Maintenance Manager. Coordinated and managed system level preventive and corrective maintenance as well as system level troubleshooting procedures.
- Served as instructor for the AEGIS Weapons System and designated a Master Training Specialist.
- Certified by the Transportation Safety Institute as a Critical Risk Management instructor, teaching civilian corporations and Military commands Operational Risk Management and risk mitigation.
- Determined schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
- Patrolled and monitored work areas and examined tools and equipment detecting unsafe conditions and violations of procedures or safety rules.
- Monitored employees' work levels and reviewed work performance resulting in operational improvements.
- Examined objects, systems, and facilities, and analyzed information determining needed installations, services, and repairs resulting in operational excellence.
- Participated in budget preparation and administration, coordinating purchasing and documentation, resulting in minimization of costs.
- Counseled employees about work-related issues and assisted employees with job-skill deficiencies resulting improved performance.
- Requisitioned materials and supplies, including tools, equipment, and replacement parts.
- Interpreted specifications, blueprints, and job orders constructing templates and laying out reference points for workers ensuring smooth and efficient operations.

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- Conducted orientation sessions and arranged on-the-job training for new hires ensuring proficiency of skills and performance.
- Evaluated instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Developed testing and evaluation procedures for operational excellence.
- Conducted and arranged for ongoing technical training and personal development classes for staff members.
- Conferred with management and conducted surveys identifying training needs based on projected production processes, changes, and other factors.
- Developed and organized training manuals, multimedia visual aids, and other educational materials.
- Planned, developed, and provided training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
- Analyzed training needs developing new training programs or modifying and improving existing programs.
- Reviewed and evaluated training and apprenticeship programs for compliance with government standards.
- Trained instructors and supervisors in techniques and skills for training and dealing with employees effectively.
- Conducted and arranged for worker training in safety, repair, and maintenance techniques, operational procedures, and equipment use.

EDUCATION

US NAVY College – City, State
Credits Completed