

JOHN W. SMITH

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(724) 555-5555 • email@gmail.com

PRODUCTION MANAGER (NUCLEAR)

Dedicated and reliable production manager with a four year track record providing leadership in maintenance of multi-million dollar nuclear missile equipment. Outstanding organizer who excels at planning and scheduling installations, inspections and maintenance to keep all equipment in perfect condition. Recognized multiple times for strengths in project coordination. Excellent communicator with additional skills in devising and delivering targeted training on all aspects of equipment management.

Team Leadership • Production Management • Equipment Maintenance • Ordering and Tracking
Nuclear Equipment Installations • Work Scheduling • Inspection and Evaluation • Documentation
Schematics • Process Improvement • Training • Operational Management • Customer Relations

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE, Cheyenne, WY

Senior Airman, 2007-2011

Established and delivered excellence in nuclear missile maintenance, overseeing and directing tracking, ordering and documentation of \$9M of missile operations equipment at F.E. Warren Air Force Base. Coordinated orders and shipments of nuclear missile rockets. Managed teams to perform successful installation, removal and maintenance of nuclear missiles, scheduling and organizing all trips to missile fields and ensuring inter-departmental coordination. Performed monthly inspections on essential equipment. Documented all operational reports and evaluations and briefed colleagues and community as required. Ran the Missile Handling department's IMDS military tracking and scheduling system.

Key Achievements

- Led a \$2.5B Propulsion Replacement Program.
 - Cut training backlog by 23% by devising and delivering training to troops in the Missile Handling department.
 - Awarded Federal Military Top Secret Clearance SCI-DCID 614.
 - Recognized multiple times for excellence in scheduling and workforce management to meet all mission deadlines.
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ADDITIONAL EXPERIENCE

IRWIN BANK, Irwin, PA

Bank Teller II/Supervisor, 2003-2006

- Managed financial transactions including check cashing, disbursements, verification of deposits and cashier's checks, balancing accounts, calculating daily endorsements, currency counting and filing.
 - Provided excellent customer service by processing loan applications in a timely manner, opening new accounts and resolving customer queries.
 - Ensured compliance with FDIC requirements at all times.
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EDUCATION/TRAINING

Bachelor of Arts in Organizational Management (graduation: 2013),
Ashford University, Clinton, IA