
[REDACTED]
[REDACTED], Hoboken, NJ 07030
(908) [REDACTED] - [REDACTED] | [REDACTED]@gmail.com

PROFESSIONAL SUMMARY

Highly organized and industrious project assistant and operations administrator seeking to expand upon project work experience in the construction field. Adept in residential and corporate construction procedures in variety of settings with the ability to meet often tight deadlines while maintaining strict quality standards.

EXPERIENCE

OPERATIONS MANAGER

August 2011 – Present
Lakehurst, NJ

- Schedule and oversee maintenance operations, tracking timelines and coordinating status with senior flight operations team
- Prepare and maintain records documenting work progress, O&M manuals, schematics, historical logs and general company files
- Developed facility procurement, protocols, operations SOP and project procedures, establishing improvements and implementation with senior leadership
- Responsible for equipment and sensitive assets valued at over \$32MM with zero loss during operations to date
- Project leadership and management of U.S. government and military aviation operations team with 220+ successful operations conducted annually on time and in budget

OPERATIONS AND PROJECT ASSISTANT

February 2006 - August 2011
Horsham, PA

- Collaborated and acted as liaison between Project Manager, clients, GM and stakeholders during ground up construction, expansion projects and renovations
- Managed project records, meeting notes, contact logs and client inquiries
- Reviewed project budget of \$3.8MM and submitted all building plans and documents, purchase orders, RFI's, change orders, and contracts
- Coordinated construction activities to facilitate client relations and continue facility operations
- Procured additional resources when necessary to meet project deadlines

CONSTRUCTION ASSISTANT

June 2001 - February 2006
Ringoes, NJ

- Developed and managed punch list and project status; communicating regular updates to general contractor and clients
- Reviewed and prepared contracts, permits, drafts, cost estimates and insurance documents
- Allocated necessary project resources including subcontractors, suppliers, labor and materials
- Ensured projects were executed according to approved time, cost estimates and quality
- Generated conceptual 2D renderings for space planning and ensured customer satisfaction from the early design stages through completion of the construction project

EDUCATION

BS, OPERATIONS & PROJECT MANAGEMENT

Class of 2018 (Anticipated)

[REDACTED] University, 3.7 GPA

- Member, National Society of Leadership and Success; Awarded National Engaged Leader, 2016
- Selected for Fall 2016's University Presidents List for high academic achievement

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PROFESSIONAL EXPERIENCE

TEAM LEAD - OPERATIONS MANAGER

August 2011 – Present

[REDACTED]
Lakehurst, NJ

- Project leadership and management of U.S. government and military aviation operations team with 220+ successful operations conducted annually on time and in budget
- Forecast upcoming inspections and coordinate scheduled maintenance with senior flight operations team
- Create and maintain detailed records documenting daily tasks, periodic inspections and long-term projects
- Developed facility procurement, protocol and project procedures, coordinating with senior leadership on improvements and implementation
- Responsible for equipment and sensitive assets valued at over \$8MM with zero loss during operations to date

DIRECTOR OF SALES AND OPERATIONS

November 2010 - August 2011

[REDACTED]
Horsham, PA

- Grew company clientele from ground up exceeding sales goals by 15% signing 1,956 newly generated accounts within a 6-month deadline
- Conducted B2B sales closing corporate deals to account for more than 31% of company sales generation
- Produced an average of \$21,190 per month in pre-sale account revenue completely covering pre-opening company overhead costs
- Served as an integral member of a team that drove first quarter sales upwards of 16% benchmarking projected annual revenues of \$1.6MM in 2011
- Consistently received commendation from senior management for critical thinking, highly driven and motivated attitude, and departmental mentorship within the company

SALES MANAGER

February 2006 – November 2010

[REDACTED]
Flemington, NJ

- Consistently exceeded quarterly sales goals by an average of 12% generating over 720 new club members in first year
- Promoted to sales manager within 12 months of employment leading a 10 person sales and marketing team
- Received employee of the month after first year in management position for dedication, team building, sales and customer service successes
- Developed and advised senior management on new client growth and current client retention techniques
- Exceeded annual sales team goals of over 1900 new accounts second year as sales manager

EDUCATION & ACHIEVEMENTS

BS, OPERATIONS & PROJECT MANAGEMENT

Class of 2018 (Anticipated)

████████████████████, 3.7 GPA

- Member, National Society of Leadership and Success; Awarded National Engaged Leader, 2016
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MILITARY AWARDS

- ████ Achievement Medal for unique demonstration of leadership and initiative
- Humanitarian Service Medal for support operations during and after ████

SOFTWARE/PROGRAM EXPERIENCE

Proficient in: CRM & CSI Spectrum Management Software, Salesforce CRM Software, MS Project, Microsoft Office, ACN Management, MX Management, HeloTrac2x and ULLSA version (E),