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Robert Smith
Airport Manager II

CONTACT DETAILS
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www.quikrsume.com

SKILLS
HS Office, Customer Service Experience, Management.

LANGUAGES
English (Native)
French (Professional)
Spanish (Professional)

INTERESTS
Climbing
Snowboarding
Cooking
Reading

REFERENCES
Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT
The Airport Manager, under the general direction of the Community Development Director, manages the development, monitoring and administration of all activities related to the operation and maintenance of the airport.

WORK EXPERIENCE
Airport Manager II
ABC Corporation - February 2008 - March 2011
Responsibilities:

- Supervised duties include employee recruitment, negotiation and selection for hire, on the job training, coaching, and employee development.
- Served as chairperson for City labor negotiations with collective bargaining groups.
- Financial responsibility for a combined \$4.3 million dollar annual Operating and Capital Improvement budget.
- Negotiated scope of services agreements and all Airport purchasing agreements with contractors and vendors.
- Additional duties included Airport planning, grant writing, planning and oversight of environmental requirements necessary to comply with NEPA and CDDA.
- Other duties included property and facility management of Airport owned hangars, terminal building and commercial property.
- Increased revenue and profitability through investments, addition of new fee structures and negotiated long term leases.

Airport Manager
Delta Corporation - 2007 - 2008
Responsibilities:

- Responsible for daily management of a Commercial Service Airport through Essential Air Service Subsidy (EAS), providing five daily flights to Las Vegas NV.
- Operational control and responsibility for a \$3.1 million combined Operating and Capital Improvement budget.
- Tasks included development of the airport through creation of new leases negotiation of lease terms and marketing of the airport.
- Developed and implemented a ten year fee structure for all airport rates and charges.
- Responsible for all Airport Capital Improvement planning and submit of Federal grant applications.
- Responsible for facility maintenance for the 673 acre facility, including terminal building, parking areas, aircraft hangars and lighting and security access systems.
- Responsible for all purchasing and scope of services contracts, RFP / RFQ process, contract negotiation and scope of services agreements.

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Narciso Leuschke

74292 Bernhard Wall, Los Angeles, CA ♦ Phone: +1 (555) 753 6773

EXPERIENCE **MANAGER QC AIRLINE INSTALLATION OPERATIONS SUPPORT**
Houston, TX
10/2014 – present

- Support and implement strategic initiatives around improved Quality performance
- Conduct on-site audits to insure all work performed is being accomplished and properly documented I.A.W. all FAA, OSHA, Airline partner and company regulations
- Work with cross functional teams including Engineering, Program Management, Manufacturing, Supply Chain, Configuration Management, Legal, Contracts, and Operations in support of continuous improvement initiatives
- Be responsible for preparation and management of the QC support budget
- Hire and manage the QA Installation Leads
- Per site QC findings
- Issue Corrective Action Requests (CARs) and ensure corrective actions are implemented and effective

AIRLINE INVENTORY MANAGER
New York, NY
08/2009 – 06/2014

- Work in a team of Airline Inventory Managers to book flight space for our groups and individual travelers
- Support the Manager, Travel Canada with administrative tasks such as statistics, trainings for other departments, process improvements, etc
- Work on assigned group volume throughout the year in order to constantly improve costs and quality of booked itineraries
- Working well within a team, ready to support colleagues at any time
- Maintain positive relationships with airlines while booking new flights and making changes to existing bookings
- Stress-resistant, self-motivated and committed to completing tasks within a deadline
- Pro-active attitude and always trying to anticipate potential challenges

AIRLINE PROGRAM MANAGER
Detroit, MI
02/2003 – 06/2009

- Supporting relationship with product team, Engineering, Technology, Operations, Account Management, finance, Legal, and other teams to manage interdependencies
- Create and maintain scorecards to track vendor and partner performance
- Provide regional local leadership support to the Airline Program Managers overseeing all local airline activities across the region
- Support relationships with Product Management, Engineering, IT, Marketing, Finance, Legal, Operations and other teams to manage interdependencies
- Lead negotiations with project participants and stakeholders on significant future improvements or changes., research lessons-learned, and best practices
- Take a proactive stance by developing contingency plans for potential risk and identifying contingency plan deployment criteria to resolve potential problems
- Supporting relationship with product team, engineering, IT, Marketing, finance, Legal, and operation, and other team to manage interdependencies

EDUCATION **SYRACUSE UNIVERSITY**
Bachelor's Degree in Technical Field

SKILLS

- Manage overall project plan- ensuring tracking to strategic deliverables
- Ensure pertinent written records are maintained that document all agreements for the projects
- Primary point of contact for customer and voice of the organization to customer on existing and follow on delivery programs
- Frame issues, leverage strategic priorities and drive project team toward the best path forward
- Hold regular cross-functional project meetings to review and update projects logistics, schedule, and objectives. Assure early problem identification and implementation of corrective action
- Participate in negotiation of contracts/changes, coordinate preparation of proposals, statements of work, request for proposals and proposal evaluation
- Ensure all project plans are up-to-date and complete with respect to schedule, cost estimations, and status
- Lead negotiations with project participants and stakeholders on significant future improvements or changes., research lessons-learned, and best practices
- Provide timely reports to ensure an understanding of the project performance. Prepare interim and

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OBJECTIVE: Retired Army First Sergeant with 29 years of specialized experience as an Automated Logistics Specialist (92A). I am seeking a challenging position where I can apply vast knowledge, skills and experience of a wide range of supply principles, concepts, and methodologies involving general supply, storage, distribution, and inventory specialties.

SUMMARY OF SKILLS AND EXPERIENCE

- Prepared to work with sensitive and classified information (Active SECRET Clearance)
- Served honorably on active duty for 29 years as a multi-functional logistician, with increasingly responsible experience in logistics operations
- 19 months of specialized experience in planning and requisitioning ammunition in accordance with (IAW) Department of the Army Pamphlet (DA PAM)700-16, The Army Ammunition Management System
- Knowledge of Army Regulations
- Experience in compiling and analyzing information from various supply systems relating to equipment accountability and authorizations
- Strong written and oral communications skills
- Proficient at briefing and preparing reports for decision and resourcing by higher level management
- Experienced in conducting organizational visits to identify deficiencies and recommend corrective actions
- Supervised, assigned, directed, and evaluated the work of subordinates and organizational elements
- Experienced in working with Soldiers, civilians and contractors
- Capable of establishing and maintaining effective working relationships
- Proficient in the application of analytical and problem solving techniques
- Detail oriented, organized self-starter with ability to work independently or as part of a group
- Skilled in the use of various Automated Logistics Tracking Systems
- Excellent customer relations skills, able to interface with diverse groups of people
- Highly proficient at strategic planning and the Military Decision Making Process (MDMP)
- Promotes acceptance and adherence to the Equal Opportunity Program
- Highly proficient in all aspects of Microsoft Office Professional applications

EDUCATION

- Colorado Technical University, Colorado Springs, CO 3/3/2014- 9/2015 - Bachelor of Science (Candidate) Degree in Business Administration, Supply Chain Management, 128 semester hours completed. GPA: 3.5
- Kaplan University- Chicago, IL, Associate in Applied Science Degree in Human Services (Graduated 8/4/2012)

EMPLOYMENT HISTORY

1/8/2013-1/13/2014 - Safety Specialist
Army Sustainment Command (ASC) Joint Munitions Command (JMC), Veteran Solutions Incorporated (VSI), Rock Island Arsenal (RIA), Rock Island, Illinois
Salary \$41,000, 40 hours per week

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