

Chronological Resume

Name

Address

Phone: (907) xxx-xxxx

Email: email@gmail.com

PROFESSIONAL SUMMARY

A dedicated customer service professional with proven experience working in a fast-paced environment demanding strong organizational and interpersonal skills. Committed to teamwork, excellent performance and reliability. More than proven to adapt to new surrounding and the ability to work under strenuous pressure. Fosters team oriented environment and ability to interact with a diverse population.

HIGHLIGHTS OF QUALIFICATIONS

- Professional Military Experience
- Leadership / Management
- Inspections
- Flexibility
- Works Well Under Pressure
- Secret Clearance
- Quality Control Standards
- Inventory Management
- Data systems / Tracking
- Proficient in Microsoft Office Suite
- Team Oriented
- Supply Activities
- Customer Service
- Time Management

EMPLOYMENT HISTORY

08/2014-Present, FRONT SERVICE CLERK, Publix Supermarket, Mt. Pleasant, SC

Front Service Clerk

- Extensive money handling experience. Process cash and credit card payments.
- Provide exceptional customer service to a diverse population. Assist customers with product inquires and/or direct them to....
- Works well under stressful situations. Masterminded
- Re-warehoused ...

07/2010 - 08/2014, INSPECTION PHASE DOCK SUPERVISOR, 60th Aircraft Maintenance Squadron, Travis AFB, CA

Quality Control Inspections

- Guided Quality Assurance program, executed 658 inspections on 7 Logistics sections, identified and fixed 5 deficient programs.
- Led inspection preparation by.....
- Mapped out an eight-step problem solving process
- Self-Inspection Manager; set standard and.....

12/2000 - 07/2010, INSTRUCTOR, C-5, POWER PLANT, 373 TRS Det 14, Travis AFB, CA.

Instructor

- Member of 28-pers instructor team that trained 1K personnel annually on C-5/C-17/KC-10 aircraft/ground support systems.
- Delivered 2,342 hours of instruction/training, produced 56 qualified technicians and
- Performed C-5M aircraft system familiarization course review for.....
- Validated C-5M En Route/Transition course, decreased course curriculum by 19 days/152 hours. Efforts led to.....

EDUCATION

Bachelors of Science, CRIMINAL JUSTICE/HOMELAND SECURITY, University of Charleston, Charleston, 2014

Associates of Science, INSTRUCTOR IN-TECHNOLOGY, Community College of the Air Force, Montgomery, AL, 2010

SPECIALIZED TRAINING

- Quality Assurance LEAN Initiatives
- Instructional System Development
- Instructional Methodology
- Curriculum Development
- C-5M Aircraft Maintenance Craftsman (ALL SYSTEMS)
- C-5 Aero Repair Craftsman (LANDING GEAR & CARGO DOOR SYS)