

# TIMOTHY T. CITADEL

12345 Anywhere Street • City, ST 12345

Home: (123) 456-7890

Email Address

Mobile: (123) 456-7890

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## OBJECTIVE:

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To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills obtained through experience in the following areas:

## PROFESSIONAL EXPERIENCE:

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### **OPERATIONS: *Organization/Communication/Technology***

- Responsible for site activity, results, and deadlines.
- Site Management and administrative functions.
- Human Resource issues, employee appraisals, and shift scheduling.
- Responsible for acquisition of all accommodations, transportation, equipment, and work environments.
- Prepared and supplied complex reports for company headquarters.

### **LOGISTICS: *Information Management/Problem Mitigation/Property Tracking***

- Streamlined and implemented Logistical measures.
- Responsible for shipping, and storage of all fire suppression equipment.
- Inventory & Document Control.
- Fleet Maintenance Manager responsible for theatre wide vehicle Fault Logs and Vehicle Readiness.
- Inventory replenishment, forecasting, and requisition procedures.
- Led special project teams tasked by the Deputy Project Manager.

### **TRAINING: *Instruction/Presentation/Material Development***

- Lead Instructor.
- Responsible for certification organization, tracking and monthly course scheduling.
- Application of curriculum, and Proctor of practicals.
- Held course Reviews and Tutoring Sessions.
- Organization and shipment of Training Materials and Aids.
- New Hire Orientation Process including student accommodations.

### **PREVENTION:**

- Prevention Program Critiques and Assessments.
- Fire Prevention Program Audits.
- Revision of company Prevention Manual.
- Implemented start-ups of site Prevention Programs.

## **PROFILE:**

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**Self-motivated visionary.** Executive with domestic and international experience in operations, logistics, training, fire prevention, and suppression.

**Results and detail oriented with a focus on teamwork.** Excellent team-building skills.

**Accomplished, personable business professional with a college degree.**

**Flexible and versatile** – Eager to take on new and varied projects with the ability to adapt to evolving priorities and deadlines.

## **CORE COMPETENCIES:**

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- Project Management
- Logistical Operations
- Training & Instruction
- Employee Development
- Strategic Business Planning
- Operations Management
- Public Relations
- Document Preparation
- Auditing & Assessments
- Customer Service
- Written Correspondence
- Scheduling

## **EMPLOYMENT:**

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|-------------|--|
| 2002 – 2004 | ABC Fire & Emergency Services, City, ST<br>HQ Staff: Logistics, Operations, Training, Prevention |
| 2000 – 2002 | City of X Fire Department, ST<br>Engineer, Honor Guard, Fire Fighter                             |
| 1997 – 2000 | Owner Name Automobile Company, City, ST<br>Sales and Leasing Consultant                          |

## **SUMMARY OF QUALIFICATIONS:**

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- **1996 Graduate of The Citadel**, The Military College of South Carolina Bachelor of Science in Business Administration.
- Project **team leadership** with experience in multiple business and modeling applications. **Microsoft Excel, Word, Project, Power Point, Outlook and Adobe Acrobat.**
- Lead Instructor delivering **XYZ** Fire Science curriculum in dynamic & fluid environments while remaining focused.
- Logistics & Operations experience from *Shipping to Warehouse*.
- **Fire Suppression and Life Safety code experience with multiple *National Level Certification* including Hazardous Materials Incident Command, Instructor I & II, Officer I & II, Inspector I & II, Hazardous Materials First Responder at Awareness & Operations Levels, Fire Fighter I & II, Driver/Operator, Tele-communicator and Aircraft Rescue & Fire Fighting.**

References Available Upon Request