

# Julie Smith

106 S. Scott St. Adrian, MI 49221  
(517) 414-5880 | [doggie8823@live.com](mailto:doggie8823@live.com)

---

## PROFESSIONAL SUMMARY

Experienced Operations Manager with a demonstrated history of 15 years working in P+L accounts, retail industry, and military service. Strong leadership background in achieving operational efficiency and increasing revenue while promoting a safe work culture. Exceptional communication skills with planning and implementation proficiencies that strengthen client relationships.

---

## EDUCATION

**Siena Heights University (Adrian, Michigan)** August 2015  
Master of Arts, Organizational Leadership GPA 4.0

**Walsh College (Novi, Michigan)**  
Bachelor of Business Administration, Business Management

---

## PROFESSIONAL EXPERIENCE

**Aramark Education K-12 (Adrian, Michigan)** June 2014 – Current  
**Operations Manager – Adrian Public Schools**

- Obtained a 250% of projected sales for FY 2015 and have exceeded projected profit each year since with an operating budget of \$700,000+
- Enforced Aramark's policies and procedures maintaining a high level of compliance for 24+ employees
- Partnered with client to sustain and add additional revenue and services to the contract
- Educated other account managers on company programs and procedures
- Assisted with start-ups and operations at multiple accounts throughout Illinois and Michigan
- Utilized leadership skills to provide a great work environment for my employees and maintaining a low turnover rate

**Target (Woodhaven, Michigan)** August 2012 – June 2014  
**Facility Manager**

- Validated and monitored vendor work to ensure quality and efficient service is provided
- Upheld preventive maintenance standards including training personnel on proper use of equipment
- Modeled and provided proactive guest service throughout all departments
- Budgeted store expenses to grow the business while reducing costs
- Supported and trained team members at multiple stores throughout southeast Michigan

**United States Marine Corps (San Diego, California)** August 2003 – August 2008  
**Sergeant - CH53E Helicopter Quality Assurance Representative**

- Managed an airframes work center including 40+ personnel
- Trained and supervised qualifications of 150+ personnel
- Supervised safety and well-being of 250+ personnel as an Aircraft Safety Inspector
- Sustained Technical Training Program involving monitoring of 1000+ qualifications
- Evaluated the quality of all maintenance actions as a Quality Assurance Representative
- Implemented an aircraft structure change in Iraq to cut down turnaround time between flights

# Julie Smith

106 S. Scott St. Adrian, MI 49221  
(517) 414-5880 | [doggie8823@live.com](mailto:doggie8823@live.com)

---

## MILITARY ACCOMPLISHMENTS

- Afghanistan/Iraq Campaign Medals (x3)
- Marine Corps Good Conduct Medal
- Certificate of Appreciation Awards (x4)
- Humanitarian Aid Certificate

---

## SKILLS

- Facility Management
- Financial Budgeting
- Leadership
- Six Sigma
- Kaizen
- Procurement
- Contract Negotiations
- Customer Service
- Human Resources
- Microsoft Windows
- Microsoft Office
- Mobile Technology
- Multitasking
- Certified Pool Operator