

# Steve Smith

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## SUMMARY

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- **Eleven years ground service experience working for two major airlines**
- **Fifteen years experience supervising up to 15 subordinates**
- **Gained warehousing, accounting, inventory management and transportation experience while in the US Navy**
- **Proficient in Microsoft's Business Suite, including Word and Excel, and airline software applications**

## WORK EXPERIENCE

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Owner / Operator, **NAME OF PIZZA BUSINESS**, Anytown, ST **09/03 - 06/05**

- Performed all administrative and management duties associated with operating a small business including accounting, personnel and marketing functions
- Supervised 12 to 15 employees

Ramp Serviceman, **UNITED AIRLINES**, Anytown, ST **11/94 - 11/03**

Ramp Serviceman, **AMERICA WEST**, Anytown, ST **02/93 - 11/94**

- While Gate Lead at United, supervised four employees
- While Transfer Bag Lead at United, supervised up to 15 employees
- Serviced aircraft while on the ground, including loading, unloading, packing and securing cargo and equipment in aircraft
- Maintained the ramp areas, warehouses, baggage and cargo rooms, locker areas and other facilities
- Picked up and delivered all cargo, including mail, express, baggage, freight, company material, buffet and cabin supplies
- Prepared airway bills, sales, tickets and air freight, reservations, weight and balance manifests
- Assisted aircraft mechanics from time-to-time, standing fire guard and performing minor repairs on equipment

Aircraft Storekeeper, **US NAVY**, Anytown, ST **08/89 - 12/92**

- Performed aircraft maintenance, fueling, and line lead duties loading airplanes with supply material
- Ensured that all repair parts and general supplies for the base were accurately ordered, received, and issued through computer systems
- Kept budget records for government funds used to resupply the base
- Supervised ten employees
- Served as payroll clerk

## MILITARY SERVICE

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**UNITED STATES NAVY (E-4)** **08/89 - 12/92**

### **Awards and honors:**

Navy Unit Commendation, Sea Service Deployment Ribbon, Armed Forces Expeditionary Medal, National Defense Service Medal, and Southwest Asia Service Medal