# 客服经理英文简历

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　　Position as an administrative services manager, or a comprable position, that will utilize my years of progressive, managerial experience.

　　Employment Experience

　　1/97 - Present Administrative Services Officer IV

　　Baltimore County, Baltimore, MD

　　Organized and directed through subordinate managers and supervisors the work of staff engaged in central administrative functions in a large department/agency including fiscal claiming, facilities management, quality control, purchasing, information system, decentralized personnel and recordkeeping and clerical support. Supervised, trained and evaluated subordinate management and supervisory staff; coordinated and directed budget preparation for the agency. Represented the agency in all dealings with Federal, State and local agencies and other County officials on fiscal and administrative matters; develops agency position statements and official reports, and drafts all official agency correspondence.

　　8/89 - 1/97 Cost Accounting Manager

　　Varian Equipment, Hagerstown, MD

　　Provided analysis, justification and tracking of product outsourcing. Provided financial analysis of cost reduction initiatives and other operational programs as required. Provided financial analysis of capital authorization requests. Developed and supported the analysis of factory cycle time. Provideed ad hoc reporting and analysis for manufacturing as required. Initiate and lead process improvement activities.

　　10/87 - 8/89 Manufacturing Accountant

　　JLG Industries, Baltimore, MD

　　Provided day-to-day financial support to the Converted Products manufacturing operations. Maintained the standard cost system monitor and made improvements to the work order system. Assisted in the development of improved cost reports. Assited with the installation of and conversion to a new financial system, which is still being used by the company.

　　Education

　　B.S., Accounting, 20\_

　　University of Maryland, Coll

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