

ADEBISI O. DAVID

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MANAGEMENT PROFILE

Operation Oversight • Team Leadership & Training • Policy & Procedure Administration • Marketing Strategy/Market Research

Accomplished professional with diverse experience poised to transition solid background in civil service/public sector to executive management and administration. Offer outstanding team leadership, behavioral management and conflict resolution skills. Exceptionally organized and disciplined; possess well developed interpersonal skills and the ability to motivate and direct others in a supportive, cooperative team environment. Business administration expertise; financial reporting and analyses; data analysis; accounting; sales; budget; cost control; quality assurance; procurement; and customer-client relations. Coordinate with management, cross-functional teams and vendors in the execution of daily tasks and functions. Generate and maintain records, reports; secure equipment and supplies; and comply with all administrative and district/departmental policies and regulations. Excellent written/oral communication; interpersonal; organizational; analytical skills; project/time management; presentation computer skills with exceptional flare for fact gathering; survey; research and problem resolution.

CORE COMPETENCIES

- Project Management
 - Leadership Management
 - Time & Behavioral Management
 - Strategic Planning
 - Data & Business Analysis
 - Policy & Procedure Administration
 - Marketing Strategy & Market Research
 - Team Leadership & Training
 - Vendor Relationship
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PROFESSIONAL EXPERIENCE

UNITED STATES POSTAL SERVICE

White Plains, NY

Operations Manager

June 2005 – June 2009

- Manage and improve the day to day operational systems, processes and policy formulation of the United States Postal Service including the effectiveness and efficiency of support services, such as HR, IT, and Finance.
- Responsible for reviewing budgets and managing fiscal cost.
- Manage staff, prepared work schedules, and assigned specific duties.
- Manage agency budget in coordination with senior personnel.

RGIS

New York, NY

Human Resources Manager

June 2009 to June 2011

- Conducted performance evaluations, planned employee training courses, offered job appraisals, and trained or retrained employees.
- Handled employee disciplinary actions, layoffs and terminations according to U.S. labor laws and company policies.
- Collected and analyzed HR data and made recommendations to management.
- Administered compensation and benefits policies and served as a link between management and employees.
- Handled payroll, benefits, job descriptions, vacations and corporate policies.