

AUDREY LAMBDIN

1258 Hammrick Lane, Johns Island, SC 29455 · 704-652-2375

alambdin@jetlogistics.us

Engaging Operations Administrator adept at developing often complex client needs. Proficient in various business operations including client billing conflict resolution and the implementation of effective business policies and procedures. Specializes in developing and nurturing productive client relationships.

EXPERIENCE

AUGUST 2015 – PRESENT

DIRECTOR OF SECURITY AND OPERATIONS ADMINISTRATION, JET LOGISTICS, INC

- Staff, train and manage 24/7/365 communication center with International Operations
- Highly experienced with all facets of client relations
- Solid understanding of billing and invoicing procedures
- Ability to successfully manage multiple projects
- Excellent knowledge of Government Contracts and expectations

JULY 2005 – JULY 2014

TELECOMMUNICATOR II, CITY OF CONCORD

- Dispatched police, fire, and after hours' utilities personnel
- Monitored radio traffic; responded to requests from Officers/Fire Fighters
- Received and documented emergency and non-emergency phone calls

EDUCATION

JUNE 1995

HIGH SCHOOL DIPLOMA, ST. JOSEPH HIGH SCHOOL, ST. JOSEPH, MICHIGAN

SKILLS

- Adapt to sudden changes to business needs
- Proven Leadership skills
- Excellent Verbal Communication Skills
- Excellent Organizational skills
- Effective Motivational Leader & Trainer
- Inventory Management & Cost Control

MILITARY

2002

UNITED STATES AIR FORCE – HONORABLE DISCHARGE – SERVICE-CONNECTED DISABLED VETERAN