

ROBERT SMITH

Assistant Operator

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Customer Relations Specialist proficient in Service and Operations. Thirteen years experience in sales, possessing strong analytical, speaking, and writing skills.

SEPTEMBER 2002 - SEPTEMBER 2015

ASSISTANT OPERATOR - ABC CORPORATION

- Inspected bags, fed the machine with bags.
- Sometimes the machine would break down, then I would fix it.
- Make new paperwork for every new order.
- Put labels on the pallet, and make the pallets.
- Took samples during CIP to check chemical levels.
- Recorded shut down and startup times, ensuring acceptable time management between the CIP process and start-up.
- Secure printing plates to printing units and adjust tolerances.

1999 - 2002

ASSISTANT OPERATOR - DELTA CORPORATION

- Saint Joseph, M O Assisted Chief Operator in testing the railroad for defects.
- In charge of safety of the men around me when operating work vehicle on the tracks.
- Tool Recovery in oil wells Increase oil and gas production in oil wells Customer Based company Class B CDL license Create billing invoice and job logs.
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- packing out chemical to drums or totes.
- Forklift operator then moved up to machine operator.
- Assist in operating a plastic extrusion line and I help in making sure the product is up to the standards that the company has ordered and I get it .

EDUCATION

Nondegree in Medical Coding - 2015(AAPC - Salt Lake City, UT)

SKILLS

People , Flexibility, Leadership, Creativity, Initiative, and Team working .