

ROBERT SMITH

Sr. Assistant Shift Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated Customer Service Representative and motivated to maintain customer satisfaction and contribute to company success. Handle security issues or emergency situations appropriately.

CORE COMPETENCIES

Microsoft Word, Excel, Outlook, Widows, Copiers, Faxes, Ect.

PROFESSIONAL EXPERIENCE

Sr. Assistant Shift Supervisor

Allied Barton Security Services - February 2015 – 2020

Key Deliverables:

- 80909 Taser Certified Crisis Prevention Intervention (CPI) Certified Officers ensure the facility is provided with high quality security services to protect people and property.
- Build, improve and maintain effective relationships with both client employees and guests.
- Greet guests and employees in a cheerful and welcoming manner.
- Remains flexible to ever changing environment; adapts well to different situations.
- Officers report safety concerns, security breaches and unusual circumstances both verbally and in writing.
- Provides safe environment while facilitating counseling, advocacy, and support.
- Patrolling the facility on foot or in a vehicle.

Assistant Shift Supervisor

Delta Corporation - 2012 – 2015

Key Deliverables:

- Started at the company conducting phone surveys.
- Promoted to Assistant Shift Supervisor in less than a year.
- Provided guidance and operational support during shift Ran successful production change over and "reported out" shift production.
- Ran an area consisting of four stores in the retail department.
- Would stock the stores with whatever was needed, cleaned up, ran a register, took care of money needed for the stores, and would ensure the team .
- Duties included scheduling, head counts, feedings, assisting in running of the daily operations of a 2216 bed state prison.
- Responding to emergencies, maintain safety and security.

EDUCATION

- Associates of Applied Science in Criminal Justice - (Pikes Peak Community College)