

ROBERT SMITH

Sr. Assistant Site Supervisor

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

SUMMARY

Highly organized and detail-oriented Manager, with more than 10 years' experience. Organized Manager versed in coordinating management meetings, high-level conference calls. Office Manager highly skilled at managing complex schedules, budgeting and travel arrangements.

CORE COMPETENCIES

Proficient in Microsoft Office Suite, Excellent written and verbal communication, Strong problem solving ,

PROFESSIONAL EXPERIENCE

Sr. Assistant Site Supervisor

UST Logistical Systems - June 2013 – 2020

Key Deliverables:

- Assistant site supervisor, manage 10 teams of independent contractors.
- Build their routes for daily delivery.
- Hold team meetings each day to give key points on what to work on, and give praise for the things we are doing well in and address all concerns.
- Address all unhappy customers to ensure that each person stays a happy faithful customer.
- Process payroll, order needed office supplies.
- Process daily reports, as well as weekly and monthly manifest.
- As the assistant site supervisor make sure that everything runs and functions properly.

Assistant Site Supervisor

Delta Corporation - 2010 – 2013

Key Deliverables:

- Working at a oil refinery, i was in charge of 13 people on my shift, train new security officers at any post, on emergency response team for fire and .
- Supervised four sites to ensure they were functioning properly and that children were being properly fed and monitored.
- Verified head count of children at each site daily.
- Collected daily reports from each site and verified for accuracy.
- Act as a liaison between site supervisor, account manager and security officers Supervise staff on assigned shift Communicate staffing needs on shift .
- Receiving packages from US and Fed X, matching numbers with the manifest.Blueprint and schematics, carpentry,masonry, electrical, plumbing, bobcat .
- Roofing, siding, installation of wiring.

EDUCATION

ROBERT SMITH

Sr. Assistant Site Supervisor

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

- High School Diploma in General Studies - (Clifton J. Ozen High School - Beaumont, TX)