

ROBERT SMITH

Assistant Terminal Manager III

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Assistant Terminal supports and manages the daily operation of the marine terminal. Will assist Terminal Manager in the performance of all duties. Responsible for the oversight and general management of personnel, equipment, and facilities for all cargo handling operations.

EXPERIENCE

Assistant Terminal Manager III

ABC Corporation - 1998 - 2001

- Direct the safe and efficient operations in compliance with company policy and all applicable regulations.
- Assist in the continuing development and training of the management team.
- Assistance of the terminal's management team, direct the activities of the workforce & equipment operators, customer service reps., maintenance personnel, and administrative/clerical staff.
- Serve as a key participant in the operational and financial (budget/forecast) reporting processes related to terminal activities. Reports are generated weekly, monthly and quarterly.
- Assist in the continued development of training/education programs for all classes of employees in order to further the improvement of the Terminal's levels of safety, quality and efficiency.
- Develop and report Key Performance Indicators to enhance performance expectations and customer satisfaction.
- Duties included all filing fuel slips, expenses, mail, bank statements, etc; handling the drivers logs, vehicle maintenance reports; and hiring/firing/write ups.

Assistant Terminal Manager

Delta Corporation - 1995 - 1998

- Norfolk, VA) Answered a multi-line phone, loaded cement trucks, operated a trackmobile, unloaded railcars, stacked and unloaded pallets with a .
- Maintained daily and weekly reports.
- Acted as Terminal Manager when asked to do so and updated monthly reports to be sent to selective corporate employees in the company.
- Equipment Control department with focus on the sale and lease of equipment Receiving, unloading and loading of freight Stow plan Northbound and .
- Reported to the Terminal Manager with responsibility for all the terminal administrative requirements.

- Managed a staff of 3.
- Implemented a program to streamline driver payroll.

EDUCATION

- Bachelor of Science - (Francis Marion University - Florence, SC)

SKILLS

Interpersonal Communication, Multi Tasking, Organizational, Resourcefulness, Teamwork And Time Management.