

# Certified Pool Operator

## ROBERT SMITH

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### Objective

Dedicated and hardworking Management major with proven leadership and interpersonal communication skills. I am seeking a professional career.

### Skills

Microsoft Office Suite, Adobe Creative Suite, Mac OS.

### Work Experience

#### Certified Pool Operator

**ABC Corporation** - December 2012 - September 2015

- Provided estimates and bids on new or changing projects.
- Prepared drawings/mock-ups and required forms for submission to the local county offices and Home Owner Associations for review.
- Oversaw and managed supplies used at job sites and coordinate with multiple suppliers for deliveries, orders, and rental equipment.
- Operated and maintained outdoors sister pool at Keith Hills and assisted in maintaining Natatorium.
- Managed several pools throughout Davis and Salt Lake County.
- Managed chemical levels; daily inspections; report accidents; fix problems on my own as they arise, as well as keeping the pool and pool area clean.
- Responsible for regulating chemicals to ensure that the water levels meet regulation requirements.

#### Certified Pool Operator

**Delta Corporation** - 2010 - 2012

- Certified by National Swimming Pool Foundation to run and maintain all pool operations.
- Supply clients with invoices, payment breakdowns, contracts and estimated time lines.
- Routine maintenance to scheduled clients both residential and commercial properties, which included but not limited to commercial grade Water Analysis, Balancing, chemical restock, and daily records of water and equipment.
- Filter cleaning, sand changes, troubleshoot/repair equipment, vacuum/skim/brush pools & spas, repair plumbing, deliver/restock chemicals as needed.
- Give tutorials to new pool owners on water chemistry and equipment functions.
- Take emergency calls and provide fast and professional solutions for contaminated aquatic facilities, algae flares and broken sanitation equipment.
- Daily email/phone/social media correspondence with sub contractors, clients, and suppliers.

### Education

Bachelor's in Graphic Design - 2016(UNCG - Greensboro, NC)