

# Robert Smith

## Company Supervisor

### PERSONAL STATEMENT

Motivated, results-driven individual looking for an opportunity in marketing and sales that will provide the opportunity for the development of relationships with customers and vendors and the ability to grow professionally in a progressive organization.

### WORK EXPERIENCE

#### Company Supervisor

ABC Corporation - October 1987 - April 2000

##### Responsibilities:

- Managed route coordination for employees and contractors.
- Managed internal and external personnel to meet demand.
- Supervised daily and long-range activities to install, maintain, repair, and remove gas pipeline facilities below and above ground; resolves leak problems.
- Scheduled employees and contractors; assigns tasks.
- Oversaw contractors (i.e., leak survey, paving).
- Reviewed performance; approves invoices for payment.
- Managed and maintained vehicles (e.g., personnel, emergency, boom trucks; backhoe, Kubota).

#### Company Supervisor

Delta Corporation - 1983 - 1987

##### Responsibilities:

- Light Wheeled Vehicle Mechanic Responsible for maintaining companys fleet of light & heavy wheeled vehicles including overhaul and rebuild of diesel .
- Troubleshoot electrical and mechanical deficiencies and repaired or replaced faulty parts.
- Lead instructor for children ages 2-5 years old.
- Responsible for developing informative and creative curriculum for beginner Ballet and Tap students that focus on stimulating a childs creativity .
- Provide training & education to students aging from 6-17 years old in dance styles such as in ballet, tap, jazz, liturgical, cheerleading, preschool .
- Provide creative guidance, training and support to the faculty and students who are involved in the Dance ensemble while managing its choreography .
- Sold \$10,000 in VIP party packages Provided concierge/safety service to customers while in Cancun.

### Education

High School Diploma

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Microsoft, Supervising Skills.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)