

Robert Smith

Contract Administrator I

CONTACT DETAILS

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PERSONAL STATEMENT

5+ years of experience as a Contract Administrator. I am very knowledgeable of all safety policies, such as ladder safety, fire evacuation, and hazardous communication, lockout/tag-out policies, GMP's, SSOP's conveyor belt safety, and chemical transportation. I am seeking a position as sanitation management within your prestige's company. My area of expertise is training associates in the proper implementation of sanitation procedures, and also chemical safety and time allocation.

WORK EXPERIENCE

Contract Administrator I **ABC Corporation - March 2015 - Present**

Responsibilities:

- Working and inspecting with QC QA and our USDA plant inspectors on a normal basis.
- Involving with surveys and the implementation of sanitation services on every account managed both receiving and sanitation departments.
- Responsible for shift activities, ensuring that the production floor, production equipment, and related areas meet company standards of sanitation.
- Conducting regular sanitation inspections and audits of products and equipment for conformity to federal and state sanitation laws and plant standards.
- Able to facilitate change and involve employees to continually improve manufacturing processes.
- Demonstrating customer focus with a clear understanding of measurements to assess customer acceptance.
- Compiling reports regarding regular inspection, sanitation violations, and taking steps taken to resolve deficiencies.

Team Leader **ABC Corporation - November 2014 - February 2015**

Responsibilities:

- Responsibilities are responsible for leading the sanitation crew in every aspect of nightly sanitation operation.
- Responsible for dispensing chemicals responsible for training new hires in proper sanitation procedures responsible for monitoring all floor activity as to insure a timely start-up for production accomplishments lead sanitation team in the completion of tasks including but not limited to the cleaning and sanitizing of the kitchen, and all equipment.
- Created and implemented processes that improved speed and quality of work from the sanitation department allowing for the same high quality of work with a smaller workforce.
- Used Microsoft office to write work lists, send emails and create checklists to improve work quality successfully lead sanitation team in a timely organized manner and was able to reduce wash times which lead to the greatest success rate of kitchen openings in the history of the

SKILLS

Key People Oriented,
Team Work, Methodical,
Motivated, Honest,
Creative Problem-Solver,
Committed, Reliable,
Good Hand Strong
Communication, and
Organized

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

- plant being up and running.
- Successfully reviewed ssops and made changes that benefitted the process, leading to lesser wash times and reduced bacterial counts and failed swabs.
 - Successfully trained all employees in proper sanitation policy and procedure.
 - With such a vast knowledge of chemicals and concentrations, I was able to recommend different chemicals and proper concentrations that decreased wash times and overall better cleaning of all equipment.

Education

Diploma in Automotive Technology - 2005(Halifax Community College - Weldon, NC)
Diploma in Information HVAC Technology - 2003(Stanly Community College - Stanly, NC, US)
Certificate in Computer Engineering Technology - 2002(Stanly Community College - Stanly, NC, US)