

ROBERT SMITH

Jr. Crew Supervisor

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To secure a position with your company as to become an asset by utilizing my past skills of inter personal relationships, having an eye for attention to detail and my understanding of cGMP, SOP's and the critical work that is preformed within the pharmaceutical industry. I have a sheer desire to work as part of a team and the drive to accomplish any task placed before me with tact and passion. I truly desire to become a vital member of your organization.

EXPERIENCE

Jr. Crew Supervisor

ABC Corporation - SEPTEMBER 2002 - OCTOBER 2005

- Responsible for the keeping of inventory thru the use of Excel and spreadsheets applications.
- Assisted in scheduling shifts and time management.
- Preformed security checks of the store during the opening and closing hours as well as the sanitation of the restaurant according to health standards.
- Kept accurate accounting records of sales, purchases, and depts.
- Made deposits for our store and assisted with the hiring and recruiting process.
- Conducted interviews with new employees and was responsible for the training of new hires as well as coached my team in spirit building activities.
- Assisted in the prep and assembly of work stations and food.

Crew Supervisor

ABC Corporation - 1999 - 2002

- Supervising and coordinating activities of workers engaged in janitorial services.
- Training employees on product and equipment usage.
- Assigned janitorial work to employees, following material and work requirements.
- Inspecting work performed to ensure conformance to specifications and established standards.
- Confers with staff to resolve production and job site related issues.
- Other management duties included product/supply/equipment ordering, company invoicing, general accounting, employee evaluations, payroll, assessments, company audits as well as job site auditing.
- Also, recommending personnel actions, such as hiring, promoting, suspending, and discharging employees to ensure proper staffing, goals, and quality of work were being met..

EDUCATION

- Associate's in Assoc - January 1995(Christian Life School of Theology - Columbus, GA)

SKILLS

CIT Crisis Intervention Training.