ROBERT SMITH

Electrical Department Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Organized, reliable, and motivated manager; seeking an opportunity in a professional environment where knowledge and experience can be fully utilized as well as allow for personal growth.

CORE COMPETENCIES

Computer, Carpentry, Excel, Customer Service.

PROFESSIONAL EXPERIENCE

Electrical Department Manager
ABC Corporation - 2006 – 2008

Key Deliverables:

- Responsible for budgeting, planning, and scheduling manpower resources as necessary to complete projected requirements with excellent quality results; scheduled work assignments, and supervised the staff and departmental function.
- Development and maintain detailed knowledge of the requisite policies and procedures applicable to department processes.
- Wrote policies and procedures for the department, monitoring progress on projects.
- Reviewed staff schedules and costs as compared to budget; provided leadership for team leaders and availability of resources for staff development.
- Provided ongoing education of sales associates in regards to merchandise, events, policies, and procedures.
- Created and maintained a high-performance team and environment on all other store initiatives as directed.
- Ensured delivery of customer satisfaction while maintaining and managing an annual departmental budget of eight million dollars.

Electrical Department Manager
Delta Corporation - 2005 – 2006

Key Deliverables:

- Help with overall store resets, make schedules, manage employees, inventory, help with shipping and reviving, making sales, and other management .
- Manage and oversee Fashion Lighting, Electrical, and Inside Lawn & Garden Center.
- Customer service, product management.
- Duties include overseeing the department, getting the employee to complete training, cycle counts, blue dot program, adjusting inventory, signage, .
- Helping out in other departments, and great overall customer service.
- Selling installs & epp on lighting and ceiling fans.

2259 Oak Street, Old Forge, New York, 13420
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- Follow up on all SOS orders.

EDUCATION

Naval Nuclear Power Training Command - 1994(Nuclear Electrician's Mate "A" School - Orlando, FL)

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