

ROBERT SMITH

Elevator Operator/Representative

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Operates elevator to transport passengers between floors of office building, apartment house, department store, hotel.

SKILLS

Forklift Operator, Electric Power Jack Certified.

WORK EXPERIENCE

Elevator Operator/Representative

Ardent Mills - April 2011 – 2020

- Worked with team members to produce the highest quality organic flour possible.
- Cleaned and maintained all areas of the mill to ensure that the flour met with FDA and AIB quality standards.
- Received and moved wheat around the mill to ensure that the mill was getting the best quality wheat for flour possible.
- Maintained equipment to ensure a quality product.
- Ensured that everyone, from the newest employee to the most senior manager, was being safe.
- Presented to the Safety Council at a bi-weekly meeting and a course of action was then taken to correct the unsafe condition.
- Ideas were suggested, many new ideas were put to use.

Elevator Operator

ABC Corporation - 2010 – 2011

- 2011 Received and correctly processed both written and verbal instructions, prints and work orders.
- Disassembled, reassembled and corrected changeover.
- Verified part numbers and placed parts in appropriate shipping containers.
- Maintained counts and lifts, shifts and stocks materials and parts.
- Recognized and reported defective material and equipment to shift supervisor.
- Planned and paced work efficiently in order to meet daily, weekly, project or production goals.
- Observed all safety policies and procedures.

SCHOLASTICS

- Diploma in College Preparatory - January 1991(Manalapan High School - Manalapan, FL)