

ROBERT SMITH

Production Expeditor

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Seeking a Sales/Customer Service position within a fast paced, customer friendly-based company were my strong customer service, organizational and people skills will be utilized to the company's full advantage.

APRIL 2005 - 2011

PRODUCTION EXPEDITOR - ABC CORPORATION

- Expeditor Acts as liaison between the kitchen and the dining room staff, comfortable dealing with both groups of people under stressful conditions.
- Maintained timely delivery of food and ensured that plate presentations and food quality are of the highest standard possible.
- Maintained knowledge of all menu items, prices, preparation method/time, major ingredients, and quality standards of taste, appearance, texture, serving temperature, portion size, garnish, and method of presentation.
- Ensures that each table gets exactly what they ordered, making sure that the side dishes match up on every plate before the server runs the meals.
- Monitored and maintained cleanliness, sanitation, and organization of assigned station and service areas.
- Helped restocking sodas, wine, beer, ice and garnishes.
- Helped out in other areas of the restaurant as needed.

2000 - 2005

EXPEDITOR - ABC CORPORATION

- Was responsible for expediting loads of wood that weighed up to 1200 lbs.
- to the assigned department.
- Had to make sure all measurements of the wood matched with measurements on the ticket, as well as made sure it had the correct veneer and wood.
- Once I finished pushing the load out, I would then have to key each load into the computer.
- This job demanded that I worked without being prompted at all times.
- Also, if I was needed, I would work at other stations such as sanding, moulding, bandsaw, panel flow, glue reel, brush sander, bondo repair, cold press, planer, boring machine, etc.
- Quit due to things at the plant were not going so well, they were talking about laying off people; they did close the doors for good shortly after, so I left and attended a State Registered Nurse Aide 72 hour course program..

EDUCATION

Library Aid - (Cousino High School - Warren, MI)

SKILLS

Strategic Planning, Project Management, Branding, Event Coordination, Programming.