Facility Director

ROBERT SMITH

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Objective

Self-motivated human resource professional with over 14 years of customer service experience, strong work ethic and personal drive. Dependable, result-driven individual who enjoys being in service to others. Seeking a position that provides a challenging team environment and opportunities for professional growth.

Skills

Office Suite, Facility Supervisor.

Work Experience

Facility Director

ABC Corporation - 1995 – 2003

- Responsible for inventory and shipping of over 20,000 tons of fertilizers and chemicals on an annual basis.
- Hired and supervised all purchasing, sales, and shipping department employees.
- Mentored top employees who were successfully promoted into management positions.
- Forecasted future sales and profits and developed an operational budget and projected the ROI.
- Moved and rebuilt a new plant and was in full production within four months.
- Significantly reduced costs by using existing employees from other locations and groups.
- Passed inspections within City codes upon first inspection.

Facility Director

ABC Corporation - 1992 – 1995

- Adhered to productivity and quality assurance standards set forth by company and state standards.
- Advocated for the placement of patients into community based treatment settings.
- Prepared financial statements for the accounts payable department of the facility.
- Direct and Managed a staff composed of 12-15 employees at any given time Prepared payroll and billing summaries for the company.
- Served as liaison for the company to effectively communicate and support with Government entities.
- I.E (Texas Department of AGING, Medicaid, Texas Food Bank, Texas Department of Agriculture).
- Planned trips and activities that related with the daily activity and health services of the elderly and disabled..

Education

Business Management - (Paul D. Camp Community College)

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