ROBERT SMITH

Field Coordinator/Supervisor

info@qwikresume.com | https://Qwikresume.com

Experienced, university educated (Honors Graduate/Presidential Scholar), results driven leader with 20 + years in management within multiple industries. Proven ability to adapt to any work environment; effectively work independently or lead a team, and meet or exceed expectations.

FEBRUARY 2014 – 2019

FIELD COORDINATOR/SUPERVISOR - BAKER HUGHES

- Assessed the needs of the organization prior to the prioritization of day to day operational tasks.
- Provided positive, individualized customer experiences through email and phone communication to drive satisfaction and retention.
- Maintained accurate records regarding office expense budgets including vendors, supplies, and technology financial activity.
- Coordinated and facilitated all office vendor visits as well as 4 yearly seminars and symposiums.
- Utilized technical expertise during the completion of troubleshooting for any unresolved IT issues.
- Consistently created positive client and broker experiences through the delivery of timely responses.
- Facilitated the creation of RFPs for large case sale representatives through the coordination of print and digital presentations between the home and Dallas offices.

2011 – 2014

FIELD COORDINATOR - ABC CORPORATION

- Wrote Work Orders in SAP and applied the Owners guidelines for the Contract.
- Applied Work Orders to the outage schedule Primavera 6.
- Oversaw and inspected craft work for Air Heater Basket Replacement, Tube Wall Installation, Cooler Cleaning, Precipitator Repairs, Header Repair, Scaffolding with much T&M work.
- Coordinated the contractors onsite to maintain an even flow of production.
- During and at the end of the outage, I initiated the Back Charge Process due to the contractors use of Plant Resources not identified in the contract.
- This outage was on time and on budget with no Safety Incidents.
- This project was a construction maintenance outage..

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EDUCATION

Marketing - (Midwestern State University)

SKILLS

Food Service Management, Staff Development, Staff Management, P&L Management, Budget Development.