

ROBERT SMITH

Field Operations Coordinator

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A dedicated and focused professional who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals. A fast learner who faces challenges with a smile and flourishes in an ever-changing environment. Well accustomed to the customer and client-based work. Great at helping people in difficult times.

APRIL 2013 - JANUARY 2015

FIELD OPERATIONS COORDINATOR - ABC CORPORATION

- Created, managed, and ran field recruiting efforts at University of Houston, LSU, Texas A&M, Florida State, and other universities and colleges.
- Coordinated all career fair participant logistics.
- Coordinated and executed new employee orientation program with HR.
- Facilitated marketing and estimating during bid turn-ins, promoting company at networking events to increase business opportunities and build brand strength in K-12, higher education, municipal, and other market segments.
- Coordinated start up project mobilization and close-out activities with estimating, VP of field operations, VP of operations, and project executives.
- Reduced operating costs 45% by implementing solutions to create uniformity with cellular-based devices.
- Championed addition of two employees to team which drove company growth and volume, increased efficiency, and reduced delivery dates; developed training materials and facilitated staff growth.

2009 - 2013

FIELD OPERATIONS COORDINATOR - DELTA CORPORATION

- Managed Eastern Wisconsin territory for employment and training program achieving 122% of placement goal Interviewed and assessed skills sets and .
- A management position that supported the development, coordination, and production of in-service training for local, county, state and federal law .
- March 1984 to August 1989.
- Scheduled Endeavor Field Engineers for installation and repair orders Monitored and managed Field Engineer activities closely in order to ensure .
- Prepared daily field schedules for eight labor crews efficiently and logically Maintained fruitful, productive communication with crew leads .
- Schedule jobs and maintain lists required, prepare all field/project related correspondence, maintain vendor/customer communications, order parts.
- Assisted customers in adapting and implementing software designed to convert hardcopy paper documents into searchable electronic documents.



EDUCATION

Bachelor Of Science

SKILLS

Communication SKills, Coordinating Skills.