ROBERT SMITH

Independent Designer

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SUMMARY

Able to lead a successful team, great attention to detail, hardworking, dedicated to the job, flexible, problem solver, quick learner. Microsoft Word, Excel, PowerPoint, QuickBooks, Evernote Office Equipment- Fax machine, multi-line phone, copier Typing (61 WPM).

SKILLS

Microsoft Office, Vital Signs, Injections, Bilingual.

WORK EXPERIENCE

Independent Designer

ABC Corporation - September 2012 – September 2015

- Production Supervising Managed, motivated, and assessed performance of up to 30 employees tasked with assembling variety of automotive parts for such customers as Ford and Chrysler.
- Focused on improving productivity, efficiency, and profitability of line production, prioritizing tasks and modifying work flow when necessary.
- Realized significant reduction in defective products and excess scrap materials by implementing system to trace products through manufacturing line and initiating accountability measures for staff.
- Initiated Quick Response Quick Control (QRQC) methodologies to identify relevant factors in issues, establish procedures for resolving problems, and modify processes to deter recurrence.
- Advocated for employees and made recommendations for resources that would make production more efficient and streamlined for team.
- Supported safety, health, and environment policies.
- Administered progressive discipline as needed in compliance with facility work rules and labor agreements Conduct product and process audits according to the Control Plan and PFEMA.

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Delta Corporation - 2007 – 2012

- Booked jewelry parties Help ladies pick the best jewelry that best fits them Inventory Worked as a team Leader Help single moms have a little extra .
- Performed direct sales of custume jewelry, presented marketing material to customers, advised customers on quality, cuts, and/or value of jewelry, .
- Displayed jewelry at various carnivals flea markets.
- Followed up on leads from parties, individual customers and hostesses.
- Provide clients with unique creative solutions in designing of modern logos and other marketing materials, while ensuring strong branding and a .
- Origami Owl I helped people create pieces of jewelry to reflect their hobbies, to remember loved ones, and to reflect their personal beliefs.
- Selling customized Origami Jewelry Organizing, preparing food, and setting up jewelry parties.

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SCHOLASTICS

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