

Robert Smith

Electronics Installation Manager

PERSONAL STATEMENT

To provide the necessary information regarding my educational and work experiences, so that I may be afforded the opportunity to compete for a position within the professional job market.

WORK EXPERIENCE

Electronics Installation Manager

CRESCENT CITY ELECTRONICS - July 2010 - 2019

Responsibilities:

- Managing multiple installers on jobs Making sure jobs are completed correctly and in a timely manner Fielding service calls Inventory Installation of products Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Check to ensure that appropriate changes were made to resolve customers problems.
- Develop and manage work breakdown structure (WBS) of information technology projects.
- Manage project execution to ensure adherence to budget, schedule, and scope.
- Assign duties, responsibilities, and spans of authority to project personnel.
- Prepare project status reports by collecting, analyzing, and summarizing information and trends.

Installation Manager

ABC Corporation - January 2006 - July 2009

Responsibilities:

- Oversee activities directly related to making products or providing services.
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Manage staff, preparing work schedules and assigning specific duties.
- Direct and coordinate organizations financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Locate, select, and procure merchandise for resale, representing management in purchase negotiations.
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.
- Manage the movement of goods into and out of production facilities.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Computer Skills,
Installation.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

High School Diploma in General studies - (ANDREW JACKSON HIGH SCHOOL - Chalmette, LA)