

Job Coordinator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking to be part of an innovative company with opportunities for growth as an individual, an employee, and a leader is goal. Integrity, a desire to learn, and a strong work ethic, are values possess, that would enhance any organization.

Skills

Management, Leadership.

Work Experience

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ABC Corporation - November 2010 - March 2015

- Coordinated the exportation of oilfield tools and parts internationally, domestically, including hazardous and radioactive tools and materials.
- Worked successfully for two years before being promoted to the Inventory Department.
- Learned the importance of structure and teamwork in a successful organization.
- Maintained professional relationships with management, co-workers, customers, and vendors.
- Participated as a member of the facility Safety Committee and First Responders Medical Team.
- Completed monthly audits on department safety and quality issues.
- Refined multi-tasking capabilities with the opportunity of running the International and Domestic Logistics Department.

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Delta Corporation - 2005 - 2010

- Ordering/receiving equipment for the warehouse and jobs.
- Getting permits and scheduling inspections for houses weve worked on.
- Languages/Translation Served as a real-time Sinhala-to-English translator for the Department of Homeland Security Native English speaker; fluent in .
- Oversee supervision and teams and look ahead to make sure all material ,work orders and schedules are ready for start of projects Accomplishments .
- Skills Used Knowledge of pipefitter and welding skills.
- Oversight of teams doing fabrication.
- Knowledge of blueprints and layout of material.

Education

High School Diploma In General - (Coconino High School - Flagstaff, AZ)