

ROBERT SMITH

Jr. Lead Coordinator

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SUMMARY

An aspiring team worker, hard-working and dedicated professional who wants to meet the challenges posed in the industry and to contribute towards the growth of the organization along with self-motivation. Core Qualifications Sensory Analysis Environmental Monitoring Microbiological Testing Listeria Aerobic Plate Count (APC) Salmonella Coliform Yeast and Mold.

SKILLS

Autocad, Indesign, Photoshop, Illustrator, Rhino, Sketchup, Microsoft Office, Hand Drawing.

WORK EXPERIENCE

Jr. Lead Coordinator

ABC Corporation - February 2006 – February 2010

- Ensures quality production standards are followed and maintained in accordance to airline requirements.
- Ensures employees adhere to HACCP, FDA, USDA and safety regulations and compliance with Company policies and procedures.
- Responsible for safety, quality and compliance to customer specifications and regulatory requirements and Company policies and procedures.
- Controls material cost, controllable costs, and labor costs.
- Maintains all financial goals related to productivity, overtime, labor goals and hours per flight.
- Works with management staff to improve performance of the unit.
- Prepares management reports (ex.attendance, HACCP and labor) as required.

Lead Coordinator

Delta Corporation - 2005 – 2006

- Provided support for the main lobby welcoming guests and directing phone calls.
- Familiarize the team with the customer needs, specifications, design targets, the development process, design standards, techniques and tools to .
- for game day operations and logistics for baseball, soccer, softball, and volleyball Assisted in game day operations and logistics for football and .
- Planned and executed wedding ceremonies and various events for up to 200 guests as lead Events Coordinator Built a relationship with clients and kept .
- Monitor and maintain residents emotional and physical well-being and report any behavior ailments to medical staff.
- Observe and influence resident Behavior by communicating and interacting with them.
- Develop and support strategies to promote resident wellness and Independence.

SCHOLASTICS

- Associate of Arts in Psychology - (University of Phoenix)