

Robert Smith

Lead Coordinator II

CONTACT DETAILS

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PERSONAL STATEMENT

Highly motivated team player committed to achieving an employer's objective. Maintains high standards of performance and skilled in identifying and meeting client's needs. Computer literate, energetic, productive and goal directed. Two years of management experience and consistently received excellent feedback from customers.

SKILLS

Computer , Bilingual
English And Spanish
Fluent, Forklift Certified,
CPR Certified, First Aid
And Spill Response
Member, Management ,
Communication .

WORK EXPERIENCE

Lead Coordinator II

Elizabeth Arden Logistics - 2011 - 2020

Responsibilities:

- Exports Packing/Shipping Lead Coordinator.
- Ensures loaders load containers and trailers with correct products and quantities.
- Responsible for Hazardous and no hazardous materials labeled in correct manner to depart our facilities and arrive on time to destination.
- Manages accuracy, productivity and attendance of policy requirements of Elizabeth Arden.
- Handles supplies and materials needed to accomplish every day goals and quotas for the Export/Shipping Department.
- Assumes direct responsibility for orders miss-picked and handled customer complaints and escalations.
- Ensures customer satisfaction by controlling inventory and keeping the highest of quality assurance standards.

LANGUAGES

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

Lead Coordinator

Delta Corporation - 2007 - 2009

Responsibilities:

- Managed customer orders and maintained a high "on-time" job completion percentage Consulted with customers to ensure their needs were met in regards .
- Arrange all transportation, catering, hotel, airline tickets for flight crews, and passengers Quote all inbound broker and operator request, only .
- Assist UM Department manager with daily departmental functions.
- Supervised eight to ten employees Operating a fork lift Mandatory paper work before and after all work shifts Reason for leaving School.
- Spearheaded 1st year of SPLASH BARTOW concept viable program and documented procedures for following years County wide youth mission trip with over .
- Scheduled staff to work various shifts and was accountable for expenditures of the house Taught self-help skills to clients Scheduled all medical and .
- Led team to define strategy in culturally diverse segments of the light rail alignment and implement key performance indicators to measure progress .

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

High School Diploma - 2007(William Fleming High School - Roanoke, VA)