

ROBERT SMITH

Associate Lead Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

14 professional years of work experience. four years working as a supervisor/counselor in the drug & alcohol field. ten years directly working with adolescents with mental and behavioral disabilities. Completion of First Aid, Fire Safety, PPE and CPR courses.

CORE COMPETENCIES

Microsoft Office, Research.

PROFESSIONAL EXPERIENCE

Associate Lead Coordinator

ABC Corporation - 2000 – 2000

Key Deliverables:

- Reviewed and assessed requirements for working group meetings between the contractor and the customer.
- Analyzed conceptual models for conformance with the customers requirements.
- Processed all requests for data on conceptual models, database assembly and scheduling priorities from the customer.
- Analyzed and integrated National Missile Defense (NMD) requirements and architecture into early development of the program.
- Reviewed and analyzed technical documents and materials for accuracy and compliance with requirements.
- Updated and maintained requirement traceability utilizing DOORS, Apex, and Rose databases.
- Integrated Theater Ballistic Missile Defense (TBMD) into the current architecture.

Lead Coordinator

Delta Corporation - 2010 – 2013

Key Deliverables:

- Set-Up orders for loaders to fill, pull stock for orders, stage in a location for easy access, Operate forklift to unload/load truck, put away stock, .
- Skills Used leadership, motivation, the ability to learn the process from start to finish and take pride in what I accomplish.
- Coordination of an average of 45 stores Collaboration with a nation sales team and graphic designers in order to ensure quality of products and .
- Loading/Unloading Equipment Head of customer service for each event Event driver.
- Responsible for the designing & sending flyers to team members for distribution around Richmond & the surrounding cities.
- Sending out multi-media invites via web to promote events Hosting events serving as the Master of Ceremonies and Disc Jockey.

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- As lead coordinator, I was responsible for maintaining flow & organization of an upscale salon and spa.

EDUCATION

- B.S. in Computer Information Systems Management - (Colorado Christian University)