

# ROBERT SMITH

## Associate Lead Operator

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### SUMMARY

Although have extensive experience in the Customer Service industry, to learn, and am always up to challenge whenever the situation. Get along well with others, while also working efficiently on own.

### CORE COMPETENCIES

Microsoft Office, Office Manager.

### PROFESSIONAL EXPERIENCE

#### Associate Lead Operator

**Computer Services Inc. - September 2011 – 2020**

##### Key Deliverables:

- Operates Bell & Howell and Pitney Bowes inserting equipment to capacity.
- Completes and turns in project assembly sheet daily.
- Performs manual assembly on projects when necessary.
- Operates and performs light maintenance and cleaning on assigned equipment.
- Communicates through Department manager, with user areas of any delays or problems with their projects.
- Uses knowledge and experience to train other operators on processes and equipment uses.
- Possesses knowledge of and remain current with USPS mailing requirements and regulations.

#### Lead Operator

**Delta Corporation - 2008 – 2011**

##### Key Deliverables:

- Supervised computer operations.
- Run daily financial account update jobs.
- Update ATM network.
- Lead a group of people on a machine.
- Assisted patrons in the Attractions department as a guide, providing answers and direction to frequently asked questions, ensuring safety and a .
- Handled money at each stations register.
- Cross-trained at all stations excluding zipline.

### EDUCATION

Associate in Criminal Justice - 2009(University Of Phoenix Online - Oklahoma City, OK)

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