

Night Shift Supervisor

ROBERT SMITH

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Objective

Seeking position within an organization that can fully utilize my skills to achieve their business needs and objectives. Experienced IT specialist with knowledge of CISCO and Juniper routers. Extremely proficient in Microsoft Word, PowerPoint, Excel, and MSDOS.

Skills

CCTV, Installation, HVAC, Welding, Sales, Production Management, Logistics Management, Irrigation.

Work Experience

Night Shift Supervisor

ABC Corporation - January 2006 - October 2007

- Confer with other supervisors to coordinate operations and activities within or between departments.
- Observe work and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards.
- Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.
- Interpret specifications, blueprints, job orders, and company policies and procedures for workers.
- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Confer with management or subordinates to resolve worker problems, complaints, or grievances.
- Observe continuous operation of automatic machines to ensure that products meet specifications and to detect jams or malfunctions, making adjustments as necessary.

Night Shift Supervisor

ABC Corporation - 2005 - 2006

- My responsibilities as a night supervisor was to make sure every employee on my shift was dressed presentably for work and understood what their duties while on their shift.
- It was also my responsibility to make sure the morning supervisor had everything stocked and ready for the night shift.
- As a night supervisor I was responsible for any customer complaints and making sure every cash register was balanced out by the end of the night.
- Have supervised up to seven people in one shift.
- I had worked for this company two in half years and in that time I received my night supervisor position within the first three months of being hired and received employee of the month twice.
- In my two year employment with the company I manage to earn three raises and when I left the company my pay rate was 09.00 dollars an hour and I starting out making 07.25 and hour.

- Skills Used The main skills that were used at this job was my outstanding customer service skills, my people skills, and always staying motivated..

Education

- (CREIGHTON PREPARATORY HIGH SCHOOL - Omaha, NE)