

Robert Smith

Night Supervisor/Coordinator

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SUMMARY

Night Supervisor position within an organization that can fully utilize my skills to achieve their business needs and objectives.

SKILLS

Linux Servers, Microsoft Windows Server, Microsoft Office 2010, Microsoft Office 2007, Microsoft Visio, MySQL, Vmware, Atlassian JIRA, Avaya Integrated Management Suite.

WORK EXPERIENCE

Night Supervisor/Coordinator

ABC Corporation - 1992 - 2002

- Managed the kitchen operations, ensuring food was cooked and recorded to proper temperatures according to local and national health code regulations.
- Prepared food according to recipes and followed standard cooking methods to produce a consistent product.
- Utilized proper handling techniques to ensure cost control is enforced and effectively reduced waste.
- Maintain the work environment in a clean and organized manner.
- Ordered and inspected new deliveries of food.
- Daily contact with customers to ensure overall enjoyment of dining experience.
- Resolved customer dissatisfaction issues to maintain a high level of quality.

Night Supervisor

ABC Corporation - 1989 - 1992

- Worked closely with children who had been in Juvenile detention.
- Before they could go home to their families they had to live in this facility before they went home with their families.
- Behavior modification training encouraged and taught to help the kids.
- Kids could react to something negatively at any time, received training so response can be accordingly.
- Cooked for the children.
- Provided encouragement for the program completion so they could go home.
- Counseled them..

EDUCATION

Bachelor in Information Technology - 2008(Strayer University - Ashburn, VA)