

Robert Smith

Operations Management Supervisor

PERSONAL STATEMENT

Responsible for Proactively promoting and leading safety initiatives in all phases of operations and in compliance with DOT, State, and Company standards.

WORK EXPERIENCE

Operations Management Supervisor **ABC Corporation - 2016 - January 2016**

Responsibilities:

- Responsible to ensure that all employees adhere to safety policies and procedures at all times, operating in full compliance with department, station, corporate, and OSHA requirements.
- Responded to sensitive and or controversial issues that required high level public relations and interpersonal skills.
- Independently managed all Saturday Air operations at the facility and was responsible for the dispatching and scheduling of driver routes, as well as selecting/recruiting temporary office personnel.
- Promoted safety through various means such as safety contacts, safety tours, incident investigations and follow-ups, safe job procedure reviews and revisions, energy control procedure reviews, and equipment condition inspections in addition to completely committing to the safety culture as well.
- Ran dad to day operations, manage drivers time and safety.
- Entered daily stats on national server.
- Responded to hazardous materials spills on the road or in the center.

Operations Management Supervisor **Delta Corporation - 2010 - 2013**

Responsibilities:

- Supervised daily on-call dispatching.
- Maintained real time communication with delivery drivers to ensure customer satisfaction.
- Addressed customer inquiries regarding service and problem resolution.
- Supervised a crew of 22 personnel in accountability, and development which resulted in 100% success rate in personnel health and welfare issues.
- Enforced all safety and security procedures, accountability, and maintenance for assigned vehicle and equipment valued in excess of \$350,000.
- Processed and managed all personnel actions for the company.
- Assisted Operations Manager in supervising, training, coordinating and motivating personnel in unloading, sorting by destination, and loading .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Planning Skills, Office Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Associate's