

# Robert Smith

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

## Parking Supervisor

### SUMMARY

Extensive diversified Parking Supervisor professional with focus on excellent customer service and account management. Self-motivated, energetic, efficient, well organized; with strong analytical, logical skills and attention to detail. Excellent communication skills. Interface effectively with diverse populations of client and all levels of company personnel.

### SKILLS

Office Management, Property Management, Security.

### WORK EXPERIENCE

#### Parking Supervisor

ABC Corporation - 1995 - 1995

- Wrote employee schedules.
- Monitored employees as well and the environment.
- Handled all parking disputes and various customer complaints.
- Managed the staff in multiple areas of the town; guaranteed efficiency and attention to details through promoting teamwork, encouragement, listening and knowing employees.
- Responsible for scheduling and making sure daily tasks are completed in a timely and appropriate manner.
- Responded to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Participated in the selection of landside operations staff.

#### Parking Supervisor

Delta Corporation - 1990 - 1993

- I was responsible for Supervising and coordinating all of Lone Star Parks Parking lots and its 15 Parking Employees.
- I was the 2 in charge of all Parking Activities and events.
- Also was in charge of coordinating with the Grand Prairie Police Department for our bigger events.
- Skills Used Problem Solving, Strategy, Commonsense, Attentive, Teachable, Hard Working, Not Afraid to get my hands dirty, always went the extra mile.
- Shuttle Driver, transport passengers to and from hotels as well as the airport, valet park cars calculate parking fees, deposits, schedule shifts, issue.
- Plan work schedules and assign duties to maintain adequate staff for the effective performance of activities and response to fluctuating workloads.
- Collaborate with workers and managers to solve work-related problems.

### EDUCATION

G.E.D