

ROBERT SMITH

Asst. Playground Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a full time career opportunity in a clean, organized, friendly environment. Enjoy being part of a team and making sure everything runs smoothly.

CORE COMPETENCIES

Customer Service, Supply Inventory & Filing.

PROFESSIONAL EXPERIENCE

Asst. Playground Supervisor

ABC Corporation - 2008 – 2009

Key Deliverables:

- Supervised staff and assign appropriate daily tasks.
- Recorded, maintained records and reports to Main Office on all park programs and activities.
- Coordinated a food program for low-income inner-city youth.
- Developed activities and programs to assist in child growth development with proper and appropriate use of playground assets.
- Prepared statistical data and maintained park registration of participants in-park special events.
- Responsible for timesheets submissions of payroll information as well as the distribution of paychecks.
- Conducted inventory of park equipment and maintain ground by assigning staff areas to clean and upkeep.

Playground Supervisor

ABC Corporation - 2007 – 2008

Key Deliverables:

- Created a log of attending students.
- Provided a safe study group environment for students.
- Ensured daily upkeep of the facility.
- Created enrichment activities to coincide with the current school assignments, assist site coordinator in maintaining site and making sure staff had all resources needed to conduct activities.
- Problem solving regarding any parents or site staff as well as office staff.
- Train employees.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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Communications and Human Services - (SUNY Empire State College - Albany, NY)

