

Robert Smith

Sub Leader/Production Associate

CONTACT DETAILS

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

PERSONAL STATEMENT

Top performing and valued Customer Service Professional with experience in office work and in production within the telecommunications industry. Eagerly accepts increasingly complex assignments while learning new skills quickly, ensuring accuracy and customer satisfaction.

SKILLS

Training/Coaching, Cash Drawer Balancing, Documentation/Reporting, and MS Office: Word, Excel.

WORK EXPERIENCE

Sub Leader/Production Associate

ABC Corporation - April 2006 - July 2015

Responsibilities:

- Transitioned from fiber side of operations as a prep person to copper fabrication and assembly activities for the manufacturer of copper and fiber products serving datacom and telecommunications industries.
- Tested copper cables and made minor adjustments to maintain quality, following direction from appropriate group leader or supervisor.
- Recorded, maintained, and reported on materials handled, packed, stored, or transported using the applicable company computer system, recording quality, and product information as necessary.
- Complied with all OSHA and company safety procedures to ensure both personal safety and safety to others.
- Demonstrate expertise in lock out, tag out procedures.
- Implemented policies in company handbook for training of new employees.
- Developed a skilled workforce and aided in the reduction of poor performing employees.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Front Desk Supervisor / Night Auditor

ABC Corporation - May 1992 - March 2006

Responsibilities:

- Registered and assigned rooms to guests and served as the lead person to balance cash drawer, post accounts payable and receivable, and make deposits.
- Balanced all paperwork for each day's occupancy and financial transaction as a night auditor.
- Verified customer credit and confirmed customer payment for accommodations.
- Contacted housekeeping or maintenance staff when guests reported problems.
- Issued room keys and attended to patron needs during the stay, resolving problem issues as needed.
- Unpacked and examined incoming shipments, reported damaged items to supervisor.
- Maintained inventory of shipping materials and supplies.

REFERENCES

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

Education

Diploma - (Alexander Central High School - Taylorsville,
NC)Associate- (ITT Technical Institute)Certificate - 2004(Tennessee
Academy Of Cosmetology)