

Recycling Coordinator

ROBERT SMITH

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Objective

As a Recycling Coordinator, develop and implement recycling and diversion programs and assists in the promotion of the Company's recycling efforts. Innovative and goal-oriented individual as well as a self-starter with the ability to analyze business operations and recommend strategies to improve performance.

Skills

Speaking, Management of Personnel Resources, Time Management.

Work Experience

Recycling Coordinator

City Of Miami - April 2000 - 2003

- Compiled and analyzed financial and statistical information on the recycling program.
- Responsible for organizing and supervising the activities performed by subordinates and reconciling and assuring that recycling projects proceed in accordance with plans and specifications.
- Responsible for program reports and public education materials and present them to governmental agencies and boards, advisory committees, and the general public.
- Provided assistance with State Compliance reports and grant submittals; monitored and reported on applicable regulations and pending legislation.
- Responsible for the organization of volunteers to pursue certain environmental community projects.
- Developed and maintained informational brochures, inserts, and newsletters.
- Collected recyclable materials, a package for shipping, load trailers operating six types of powered equipment, keep track of and consolidate yard.

Recycling Coordinator

Delta Corporation - 2011 - 2015

- Researched, accessed, analyzed, and documented various green projects.
- Recycling, Cleaning, and maintenance in city areas.
- Used Patience and flexibility are two things learned from working in the recycling field.
- Separated trash, plastic cans, bottles, and paper Accomplishments learned how to not be afraid to get dirty for your job.
- Grabbed more than one thing at a time very fast.
- Evaluated markets and make sound decisions regarding the disposition of recyclable materials. Developed the work of subordinate administrative staff, semiskilled, and unskilled workers.
- Assisted in recycling as well as sustainability efforts.

Education

High School Diploma