

ROBERT SMITH

Recycling Coordinator

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

SUMMARY

As a Recycling Coordinator, to monitor and evaluate existing commercial and special event recycling programs and make recommendations for educational and service improvement. Companies's customer base via telephone, onsite visits, events, trade shows & outreach educational programs to identify and educate them on proper recycling techniques to improve quality of materials received at our Recycling Centers.

CORE COMPETENCIES

Active Listening, Critical Thinking, Coordination.

PROFESSIONAL EXPERIENCE

Recycling Coordinator

ABC Corporation - 2011 – 2012

Key Deliverables:

- Responsible for operational efficiency to enhance quality, improve production times, reduce costs, and effectively use available personnel.
- Adjusted equipment settings.
- Worked with the mechanic on repairs as needed.
- Assisted machine operators.
- Changed equipment to adjust for different products.
- Coordinated maintenance and modification, including but not limited to machine replacement.
- Hired and supported production workers, maintained communication between shift workers and management, trained line workers as necessary.

Recycling Coordinator

Delta Corporation - 2011 – 2015

Key Deliverables:

- Operate baling equipment Skills Used Teamwork, ability to learn.
- Paperwork processing.
- Responsible for organizing recyclables by color and material when applicable
- Collected, organized, and processed used material from factory Load trailer and maintain loading dock Work with the client.
- Responsible for educating students on topics such as recyclable materials and collection procedures.
- Participated in a student-run recycling program.
- Supervised student volunteers, assisted with training, and operated transportation equipment.

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EDUCATION

- Bachelors Of Arts In Social Work - (CALIFORNIA STATE UNIVERSITY - Fresno, CA)