

# ROBERT SMITH

## Recycling Coordinator

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### SUMMARY

As a Recycling Coordinator, responsible for Coordinating metal, glass, plastic, electronics, and other miscellaneous recycling throughout campus.

### SKILLS

Decision Making, Management of Personnel Resources, Teaching Skills.

### WORK EXPERIENCE

#### Recycling Coordinator

ABC Corporation - 2011 – 2012

- Maintained and correctly disposed of recyclables.
- Constantly negotiated market prices on recyclable raw material commodities with company suppliers.
- Managed recycling data and provided management with quarterly reports on recycling usage and landfill diversion percentage.
- Handled and sorted all materials pertinent to the recycling process.
- Prepared materials for transit to a processing facility.
- Monitored and evaluated existing commercial and special event recycling programs and makes recommendations for educational and service improvement.
- Coordinated and provided input and strategic guidance regarding the customer collection schedule with the Operations department.

#### Recycling Coordinator

Delta Corporation - 2011 – 2015

- Teamed with the Town to bring a recycling program to our school.
- Involved the Junior Honor Society in the running of the program.
- Obtained, developed, and managed a grant for \$38,878.00 to begin a recycling program.
- Produced monthly and quarterly reports to the States.
- Continuously researched new cost-effective methods of recycling.
- Adhered to all applicable regulations, policies, and procedures for health, safety, and environmental compliance.
- Researched, accessed, analyzed, and documented various green projects.

### SCHOLASTICS

- GED