

# ROBERT SMITH

## Recycling Coordinator

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

As a Recycling Coordinator, responsible for assisting in the City Waste Franchise transition. Experience in proactively work with customers to help them increase their waste diversion and implement resource management practices and programs.

## EXPERIENCE

### Recycling Coordinator

#### Alternative Plastics - MAY 2008 - 2012

- Responded promptly to supplier inquiries, handled and resolved supplier complaints.
- Processed supply requests, and forms.
- Trained in the assembly of electronic products.
- Trained in stocking and packing electronic products.
- Facilitated student awareness of recycling and waste management.
- Created, developed, and implemented food waste recycling outreach programs and collateral material for use in promoting food waste education, recycling, and diversion to schools
- Drafted, compiled, and disseminated communications to customers to assist them in eliminating materials that contaminate recycling waste.

### Recycling Coordinator

#### Delta Corporation - 2015 - 2020

- Ensured that only acceptable recycling materials are sorted and packaged correctly.
- Designed, implemented, and evaluated numerous county-wide information and education campaigns.
- Sorted various types of metals.
- Drafted, organized, and conducted classroom presentations and responds to inquiries about recycling and other waste reduction programs.
- Organized and completed proactive scheduled phone block activities to establish initial and follow-up appointments with customer decision-makers.
- Utilized the Company's tracking and customer-based tools on a daily basis, schedules and documents all activities, and develops robust information profiles on the current customer base to facilitate and ensure proper recycling habits.
- Scheduled and conducted tours of local transfer stations, landfills, or other facilities.

## **EDUCATION**

- Diploma

## **SKILLS**

Social Perceptiveness, Active Learning, Writing.