

Robert Smith

Recycling Coordinator

PERSONAL STATEMENT

Seeking a Recycling Coordinator position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

WORK EXPERIENCE

Recycling Coordinator

ABC Corporation - February 2012 - October 2014

Responsibilities:

- Generated new and repeat suppliers by providing program and technical information in a timely manner.
- Handled incoming supply calls, dealt directly with suppliers either by telephone, electronically, or face to face.
- Kept records of supplier interactions and transactions, recorded details of inquiries, comments, and complaints.
- Followed up on supplier interactions, communicated and coordinated with internal departments.
- Created shipping labels and Bill of Ladings, verified shipping addresses.
- Scheduled and conducted tours of local transfer stations, landfills, or other facilities.
- Oversaw the shipment of incoming and outgoing shipments, including the creation of shipping papers, DOT labeling, and managing the timing of arrivals/departures.

Recycling Coordinator

Delta Corporation - 2015 - 2018

Responsibilities:

- Greeted and made new contacts and maintain regular contacts.
- Scheduled and oversaw the collecting, handling, and delivery of recyclable material from appointment locations and public drop off locations.
- Maintained records and made periodic reports about volume and type of recycling activity.
- Performed all duties of a Material Sorter.
- Established and managed recycling program that resulted in a 23% increase in materials collected for recycling and a cost reduction in waste handling.
- Awards for Brewer Science, Inc.
- Provided more ecologically friendly ideas for daily business operations.

Education

Bachelor's Degree

CONTACT DETAILS

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

SKILLS

MS Office, Persuasion,
Service Orientation.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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