

## Recycling Coordinator

# ROBERT SMITH

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## Objective

As a Recycling Coordinator, Responsible for preparing estimates to make sure that all private contracts are fair and reasonable for the government agencies.

## Skills

Public Speaking, Customer Service, Complex Problem Solving.

## Work Experience

### Recycling Coordinator

**ABC Corporation** - July 2014 – February 2015

- Sorted a variety of recycled materials, such as concrete, drywall, plastics, and wood into containers or bucket loaders.
- Sorted metals to separate out high-grade metals, such as copper, brass, and aluminum, for recycling.
- Inspected trucks and other vehicles hauling recycled materials to determine the type and weight of materials.
- Directed customers and drivers to proper loading/unloading areas.
- Sorted materials, such as metals, glass, wood, paper, or plastics, into appropriate containers for recycling.
- Deposited recoverable materials into chutes or place materials on conveyor belts.
- Cleaned recycling yard by sweeping, raking, picking up broken glass and loose paper debris or moving barrels and bins.

### Recycling Coordinator

**Delta Corporation** - 2017 – 2020

- Managed the townships recycling program.
- Maintained township park and recreation fields.
- Successfully created recycling programs for customers to maximize their ability for recycling or composting a majority of their waste.
- Efficiently coordinated site checks and waste audits to verify correct waste collection service levels, contamination issues, and access constraints.
- Developed and implemented programs with regard to waste reduction and reuse of materials. Operated telephone, screen, and forward calls, providing.
- Managed the existing recycling programs for commercial businesses.
- Implemented modern recycling strategies in the Miami Beach area Educated locally.

## Education

High School Diploma