

ROBERT SMITH

Recycling Coordinator

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To obtain a Recycling Coordinator position in Skills including records and documents processing, files maintenance, initial training of new employees and cross-training, vendor liaison, interim distribution center dock manager, restaurant shift manager.

JANUARY 2011 - OCTOBER 2013

RECYCLING COORDINATOR - ABC CORPORATION

- Educated and promoted recycling around campus.
- Assisted with monthly billing, answering phones, faxing, computer skills, and office duties.
- Assisted with managing areas of recycling and employees within those locations.
- Accomplished mapping all recycling areas on a program onto the computer to pinpoint all cans on campus.
- Attended campus events and role modeling and educated the public about recycling.
- Provided assistance with ensuring policies, safety, and regulations were followed.
- Attended weekly and monthly meetings with the government about progress.

2014 - 2016

RECYCLING COORDINATOR - DELTA CORPORATION

- Demonstrated successful machine operation to fill quotas efficiently Engaged in leadership as needed, including assigning tasks and dictating schedule.
- Responsible for making sure people put all the materials in the right places like copper brass stainless steel in other metals Accomplishments.
- Oversaw waste data collection consistency and accuracy, including data entry, maintenance of labeling and records, daily and monthly reports, and quality assurance of waste data.
- Labeled, sorted, and safe handling of all materials including hazardous used oil and special wastes in accordance with all local, state, and federal regulations.
- Inspected and documented loads, correction of waste management issues, and coordination with business groups at the Facility to manage waste.
- Weekly inspected hazardous waste areas.
- Oversaw the shipment of incoming and outgoing shipments, including the creation of shipping papers, DOT labeling, and managing the timing of arrivals/departures.



EDUCATION

GED

SKILLS

Social Perceptiveness, Active Learning, Writing Skills.