

# ROBERT SMITH

## Recycling Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

To secure a Recycling Coordinator position as a team member, where may utilize experiences and interpersonal skills to grow and learn within the industry of your company. Years of quality experience in customer relations and sales Passion for healthy, natural, and organic foods Excels working with goals, teams, and fast-paced environments.

### CORE COMPETENCIES

Speaking Skills, Management of Personnel Resources, Time Management,

### PROFESSIONAL EXPERIENCE

#### Recycling Coordinator

**ABC Corporation - October 2001 – March 2006**

#### Key Deliverables:

- Created or assisted in the creation of the Company newsletter, semi-annual/annual reports, brochures, pamphlets, ads, slide shows, and other related Company publications for internal and external use.
- Performed commercial waste audits/assessments and recommends service levels for waste and recycling.
- Compiled statistics for contractual food waste recycling tonnage reports, analyzed data for accuracies, and trends.
- Participated in researching the availability of grants and other funding sources for recycle and waste reduction projects.
- Built relationships and increases Company visibility to promote recycling and diversion 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, scheduled and documented all activities.

#### Recycling Coordinator

**Delta Corporation - 2011 – 2013**

#### Key Deliverables:

- Unpacked items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verified inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Stored items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.

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- Drove trucks in order to pick up incoming stock or to deliver parts to designated locations.
- Learned how to work with other Skills Used Safety first.
- Ran scale, paperwork for in and outgoing trucks assisted customers, dispatched trucks, answered phones, ran reports, mulch sales paperwork.
- Worked with one other student to provide educational information about.

### EDUCATION

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Equivalent - (Westside High - Memphis, TN)

