

Robert Smith

Recycling Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Social Perceptiveness,
Active Learning.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Team-oriented individual with 10 years of Recycling Coordinator experience working in a high pace, physical warehouse environment. Experience with various pieces of equipment including electric pallet jack and forklift. Ability to lead and find creative solutions to challenging problems in multiple environments.

WORK EXPERIENCE

Recycling Coordinator **Republic Services - July 2012 - 2013**

Responsibilities:

- Worked closely and maintained professional relationships with city representatives and personnel of local communities and businesses.
- Planned and coordinated special events for residents and Republic Services employees.
- Worked with Public Work city officials to ensure compliance with the contracted level of service.
- Oversaw waste management and cost reduction plan.
- Directed waste storage, hauling, and disposal of Facility wastes, such as metals, glass, wood, paper, plastics, special wastes, hazardous wastes, and oily wastes.
- Monitored Facility waste bins and member activity; performed ongoing education to members in pursuit of waste management and cost reduction goals.
- Coordinated and supervised work-study students assigned to the Recycling Program.

Recycling Coordinator **Delta Corporation - 2015 - 2020**

Responsibilities:

- Set up schedules for recycling pick-up.
- Prepare recycling reports for the County Coordinator.
- Responsible for waste collection and management. Maintained a clean work environment.
- Managed and sort collectibles Operate heavy machinery including.
- Performed a campus-wide container audit Developed an educational program to encourage proper recycling.
- Coordinated and assisted in the preservation of the environment by recycling metals, providing quality scrap metals throughout the surrounding areas.
- Ensured consistent operations, manage operations budgets, and prepare.

Education

Master of Science in Environmental Studies - (California State University - Fullerton, CA)

