

Robert Smith

Recycling Coordinator

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SUMMARY

As a Recycling Coordinator schedule, all recycling-related deliveries to the proper vendors' load truck inspect to assure the load is secured and drive to proper vendor Secure.

SKILLS

Customer and Personal Service, Social Perceptiveness.

WORK EXPERIENCE

Recycling Coordinator

ABC Corporation - 1991 - 1995

- Maintained timesheets, worked schedules, and met Federal grant guidelines as communicated by the Campus Work Study Coordinator.
- Serviced containers during special events. Removed recycling products as needed for events.
- Removed all recyclable materials campus-wide on a continual basis throughout the week and service as needed.
- Provided recognition for the Work-Study students throughout the year when merited.
- Maintained staff, faculty, and student awareness of campus sustainability as it relates to recycling opportunities through programs, posters, etc.
- Researched styles and prices and purchase additional containers as needed.
- Worked with the Manager to promote special campus recycling awareness projects.

Recycling Coordinator

Delta Corporation - 2008 - 2012

- Developed recycling agreements and contracts with other agencies and sub-contractors.
- Set up and provided recycling assistance for public events.
- Coordinated recycling for city residents and business owners.
- Foam line assembly, material handling, warehouse cleaning, production.
- Conducted recycling presentations within schools K-12 of Marion County of WV teaching the importance of recycling and the proper techniques of.
- Planned out the most efficient recycling routes.
- Addressed requests with prioritized flexibility fueled by quantitative/qualitative research, GIS.

EDUCATION

Doctor of Philosophy in Education - (Capella University - Minneapolis, MN)