Robert Smith

Roofing Foreman/Co-ordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

To secure a position with a progressive company which will allow the opportunity to utilize experience and skills to make a significant contribution to the company's efficiency, organization, growth.

WORK EXPERIENCE

Roofing Foreman/Co-ordinator

ABC Corporation - March 1990 – April 1996

Responsibilities:

- Visited the assigned sites and reviewed the tasks to be accomplished.
- Met the officials regarding the necessary materials and tools needed to complete the tasks.
- Determined the best fitting methods for each application of materials.
- Improved special techniques and methods for quick and efficient completion of the job.
- Reported the complete details of attained tasks to supervisors. Maintained coordination with other workers and supervisors.
- Responsible for overseeing the day to day operations of four- to the ten-person crew, fulfilling and delegating all duties with efficiency.
- Exhibited proficiency in all aspects of asphalt roofing, restructuring/rebuilding soffits, returns, and chimney.

Roofing Foreman

ABC Corporation - 1987 – 1990

Responsibilities:

- Supervisor John Moon, President (801)467-4270 Direct crew for roof installation of metal panel and membrane roofs.
- Follow safety procedures as directed by OSHA.
- Direct and perform all repair orders.
- Perform quality assurance inspections for warranties.
- Take roof measurements for estimators.
- Fill in for crane operator when necessary..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Diploma in training - (Holly High School - Holly, MI)

SKILLS

Quick learner, Great with people, Hard working.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**