

Rover

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Objective

To work for a company that values its employees, that has a balanced atmosphere, that's exciting and rewarding, a place to utilize skills and abilities in the customer service industry and a place to grow and be challenged beyond comfort zone.

Skills

MS Office, Management.

Work Experience

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ABC Corporation - August 2010 - July 2011

- Started on assembly line installing clips, Velcro strips, wires etc.
- Learned all eight positions and was transferred to train in inspection area.
- Responsible for vacation coverage and short staffing.
- Allowed flexibility and coverage without the need to call in overtime.
- Communicated with oncoming teams and managers daily about any problems or issues we had on the previous shift.
- Screened visitors and client employees in an efficient manner in order to expedite or bar their admittance to the site or facility.
- Checked for unsafe conditions, hazards, unlocked doors, and security violations.

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Delta Corporation - 2006 - 2010

- Customer Service Surveillance Patrol Montier Security Cameras.
- Processing incoming merchandise, leading my team to get work done in a reasonable amount of time.
- I drove a company vehicle to individual clients homes living independently.
- Assisted them with daily tasks such as medication intake, running errands and chores around the home.
- Filled in positions where I was needed Accomplishments I learned a lot from rearing bath tubs to spraying fiberglass Skills Used Quick learner, and .
- University of Wyoming.
- Answering calls, assisting customers, supervising other employees.

Education

High School Or Equivalent - (Rowland High School)