

# ROBERT SMITH

## Jr. Scale House Operator

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### SUMMARY

Weighed vehicles empty and full Phone services, faxing services Input weigh ticket information into computer database Manged time sheets at end of. Reviewed emails to obtain information to respond to requests. Ordered materials, and supplies for office.

### SKILLS

Microsoft Word/Excel, Notice To Owner, Registered Notary, Outlook, Internet Explorer, Adobe Acrobat, Google/Google Chrome.

### WORK EXPERIENCE

#### Jr. Scale House Operator

ABC Corporation - March 2013 – December 2013

- Responsible for inspecting empty trailers, making sure they were safe to be loaded.
- Worked in an office setting, answered phone calls and made sure paper work was completed.
- Had to work in the elements, during every season to complete the inspections on the trailers.
- Learned a lot of things about the truck driving business as a whole.
- Created relationships with the drivers, and was able to learn many things from them as well.
- Demonstrated customer service skills by interacting with the drivers everyday.
- Entered truck information into computer checking in and checking out.

#### Scale House Operator

Delta Corporation - 2010 – 2013

- Ext 694 Simmons Foods 10700 hwy 43 Southwest City, MO 64863 Maintained computer and physical systems Preparing paper for the week Answering phone, .
- Duties included filing, faxing logging in truck on in bound scale and out bound scale.
- Scale operator.
- Am the Parkdalle house operator for the pear season of diamond fruit co.
- In this position I was responsible for putting the truck weigh in a computerized program and subtracting bin weigh to determine the amount of fruit .
- Duties-Balance till daily, run scales for all that goes into the landfill.
- Deal with the public and watch cameras at the other convince centers to monitor the dump sites.

### SCHOLASTICS

- currently working to obtain an associates degree in applied science - 2011(John Tyler Community College - Chester, VA)