

# Robert Smith

## *Sr. Scale Operator*

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Versatile CNC Production background featuring experience with an industry leader, utilizing many progressive manufacturing and business practices for increasing productivity, quality/ accuracy and customer service. Proven abilities responding to challenges of a fast-paced, dead line-driven environment, with priorities on self-directed accountability, teamwork, adaptability and behaviors for a strong work ethic.

### **SKILLS**

Microsoft Office, Forklift Operator, HVAC, Welding, Inventory associate.

### **WORK EXPERIENCE**

#### ***Sr. Scale Operator***

**ABC Corporation - August 2011 - October 2012**

##### *Responsibilities:*

- Provide prompt and courteous service to CRS customers.
- Ensures that trucks are properly positioned on scales for accurate weights.
- Inspect loads and query drivers as required.
- Enter load information and customer/truck information into computer and operate computerized truck scale to determine weight of load.
- Instruct the drivers to the appropriate unloading area.
- Redirect loads based upon load contents; specifically, do not accept loads containing hazardous or unauthorized waste, or other materials not in compliance with regulations for dumping at the facility.
- Operate computer to process proper charges to be assigned for each load, and generate charge ticket on printer.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Scale Operator***

**ABC Corporation - 2008 - 2011**

##### *Responsibilities:*

- Each day I would log into the computer, weigh drivers and verify their loads were pesticide approved.
- Would then enter their information into the computer through an access data base to keep everyone updated on how many loads we had and how many barrels we had coming in.
- Would communicate with the dispatchers, drivers, management and sealers daily and answered any questions that may arise.
- The impact I felt I most left with Ocean Spray is my availability, my flexibility and my timeliness.
- Communicated and over communciated so everyone knew what was going on in my position and I made sure if I had questions I asked them immediately.
- Skills Used The skills used during this job were a lot of customer service, computer entry, and communication.
- Was able to use those skills for my job and able to help others with their jobs as well..

### **REFERENCES**

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

## **Education**

Associate in Electronic Engineering Technology - 2014(ECPI  
University - Greenville, SC)