

ROBERT SMITH

Second Shift Manager

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Seasoned Second Shift Manager with extensive knowledge regarding asbestos rules and regulations obtained from positions held at an environmental laboratory in addition to a certification as a New York State Asbestos Inspector. Professional, highly motivated, able to work under strict deadlines, with a customer-service oriented background. Offering a strong combination of managerial experience and analytical skill along with direct experience working within the field of asbestos and environmental hazards.

EXPERIENCE

Second Shift Manager

ABC Corporation - OCTOBER 2013 - OCTOBER 2015

- Responsible for the efficient and effective operation of the laboratorys second shift Managing several employees to ensure the highest quality of work and proper procedure Acting as primary contact between laboratory director and employees on the second and third shifts Responsible for ensuring laboratory compliance with several regulatory agencies including but not limited to.
- EPA Managed all qualitative control issues and acting as the final approval for any discrepancies Assist in the management of laboratory safety and cleanliness Providing constant updates of the laboratorys record books including but not limited to.
- Maintained work flow between first and second shift.
- Prepared sandwiches / register.
- Managed the store during second shifts.
- Released completed product so we can meet shipping requirements.
- Monitored and improved safety on the shop floor; eliminate any unsafe operations and ensure a safe and clean product environment.

Second Shift Manager

Delta Corporation - 2008 - 2013

- Managed second shift crew Y Did scheduling Y Took inventory Y Placed orders Y Closed store at night Y Balanced cash drawers.
- Tasks scheduling, cashier, stocking, doing inventory, handling cash in large amounts, and all other tasks that were asked of me.
- Wash cars, sent cars through the automatic wash, ran XPT bays, and supervised employees to ensure excellent customer experience was had.
- Ran the service department on second shift.
- Took care of customers, handed out work to technicians.
- Made sure shop was clean and organised each night.
- Calibration logs and Maintenance logs for laboratory equipment Providing after hours log in, as well as customer correspondence once

the front office is closed Responsible for being the first point of contact for any questions and concerns presented by clients Primary instructor for new laboratory personnel Assisting in staff scheduling as well as the interviewing and hiring of new personal.

EDUCATION

- Bachelor Of Arts

SKILLS

Customer Service Background Experience In Managerial.