

Supervisor Assistant

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

Self motivated individual looking to attain a challenging and rewarding position to learn and grow professionally within a well established organization.

Skills

Cashiering, Customer Service, Phones, Accounting, Bookkeeping, Marketing, Sales, Ten Key, Balancing, Processing Apps, computer Experience, excel, spread Sheet, Lotus 1 & 2, Data Entry, processor, call Center, customer Service, phones, accounting Services, ten Key, word Perfect, lotus 123.

Work Experience

Supervisor Assistant

ABC Corporation - 2017 - 2020

- Responsible for the safety and welfare of over 200 colleagues and up to 1200 plus guest at any given time.
- Responsible for the training and daily operations of the Security Department to ensure the hotels liabilities are kept at the lowest level possible while still providing excellent customer service.
- Ensured that his team stays current with their safety programs to meet OSHA requirements.
- Entrusted with managerial access to private company website for assisting team members.
- Ability to communicate clearly and professionally with customers and coworkers.
- Used trilingual french and creole ability to present self professionally at all times.
- Assisted manager as lead representative answering team customer service inquiries.

Supervisor Assistant

Delta Corporation - 2010 - 2017

- Balance company books. Cashier, Sales Associates. Stock Merchandise.
- Pittsburgh, PA The Dark Knight Rises (Summer 2011), Foxcatcher (January 2013) Long and Strenuous work days (14+ hours per day) Learned Physically .
- Provided high statistics with team allowing company to meet monthly quotas.
- Skills Used Multi-tasking skills, listening and verbal comprehension, time management, and dealing with a high volume and high paced environment.
- Born in Indiana but raised in Texas, John aspired to be a Police Officer since his youth.
- After completing High School, John enlisted in the U.S.
- Army as a Military Police Officer while he waited to turn 21 years old so that he could be eligible to become a civilian Police Officer.

Education

business - (Tarrant County Junior College Police Academy - Crowley, TX)