

ROBERT SMITH

Team Trainer II

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To acquire an entry-level position where can display administrative and leadership skills in order to pursue and surpass the expectations of the hiring company.

JULY 2011 - JUNE 2014

TEAM TRAINER II - ABC CORPORATION

- Responsible for conducting orientation, and training for all new employees.
- Conducted in-home inspections to make sure the customers were satisfied and happy.
- Planned and ran morning meeting with all employees Office duties include answering phones, putting leads and notes in the computer, doing quality .
- Trained new employees.
- Trained new employees, cooked, preped, ran drive thru register and order taker alone, and training to become a manager.
- Trained a team of 4 on Linc Logistics and Cummins Box Building techniques.
- Ensured all PPE are in use and in tact Using a sit down and stand up forklift .

2007 - 2011

TEAM TRAINER - DELTA CORPORATION

- Was given a key to open the store with another employee at times.
- Would also close the store by doing dishes, putting food away, cleaning grilles.
- The impact that I made on the store was the cleanliness everyone saw.
- Great food and customer service.
- Also had a certification in Food Safety.
- Ordered food for restaurant and placed food in proper storage area when it arrived.
- Was both a cashier and prepared food.

EDUCATION

AAS in Radiologic (X-Ray) Technology AAS - August 2011(Montgomery College - Rockville, MD)

SKILLS

Word, Customer Service, Excel, Outlook, Powerpoint, Call Center.