

ROBERT SMITH

Telecommunications Operator Assistant

info@qwikresume.com | <https://Qwikresume.com>

Patient-centered, nuclear medicine technologist, who is focused on professional growth in the healthcare field and delivering the highest quality patient care, seeking a full-time, part-time, or per diem position.

2000 - 2006

TELECOMMUNICATIONS OPERATOR ASSISTANT - ABC CORPORATION

- Answered emergency and no- emergency calls from the citizens and other police agencies.
- Answered incoming calls via telephone, computer system, and radio.
- Determine the urgency of the request and dispatch officers to the scene.
- Maintain communication with officers for their safety if additional assistance needed.
- Operated TLETS/NLETS system while officer running traffic stops.
- Dispatch information of vehicle and driver license information request of a Peace officer.
- Entered detail information into a system of citations given throughout the day.

1996 - 2000

TELECOMMUNICATIONS OPERATOR - ABC CORPORATION

- Balanced and posted all daily changes in a timely and efficient manner for the hotel.
- Basic knowledge of using desktop programs for running and analyzing reports to insure credit card balances confine to summary to be submitted.
- Conducting excellent productive front office administration and customer service abilities with 10-key calculator and good basic math and analytical skills.
- Made sure hotel was ready to receive group guest availability.
- Assisted all guests with check-in and check-out service as well as room attendance and any other needs with personalized service in order to achieve our goal for the best arrival and departure experience in--speeding profitability.
- Provided customer service and administrative skills to provide the communication and informational flow between the operators, guest, staff members and all the hotels management team.
- Assisted training course for new recruits Responsibilities were to provide excellent customer service to the guest and the public maintaining the databases, updating and creating ways to keep a safe and sufficient hotel Used Microsoft Suite.

EDUCATION

Diploma - (Poteet High School - Poteet, TX)

SKILLS

ArcGIS & ESRI Programs, Magellan Professional Grade GPS, Hand held GPS with a backpack, Front end loader, skid loader, 70-120 hp tractors, Tillage & planting implements, Personal computer, Microsoft Office Suite.