

# ROBERT SMITH

## Studio Department Supervisor

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4+ years of experience as a Department Supervisor. A motivated, results-driven supervisor professional seeking to join an organization committed to employee education and growth where I could utilize the acquired experience, skills, and education to contribute to the company's overall objectives.

## EXPERIENCE

### Studio Department Supervisor

#### ABC Corporation - NOVEMBER 2016 - PRESENT

- Promoted to a new supervisor role on 31 October conducted training and evaluation for employees.
- Ensuring compliance-protocol to adhere to standards of federal, state and local regulatory agencies.
- Assisting in the development and implementation of weekly schedules to ensure appropriate staffing levels.
- Providing input on associate performance to management for the formal review process.
- Ensuring compliance with company policies and procedures and supports company mission, values, and standards of ethics and integrity acted as the manager on duty.
- Assisting in the training and development of new hires as well as associates.
- Tracking and reviewing daily/weekly productivity/sales metrics to help improve service and sales.

### Police Officer- Patrol Supervisor, Administration

#### ABC Corporation - MARCH 2015 - OCTOBER 2016

- Volunteer hours that helped improve community relations and encouraged 30 coworkers to a volunteer at events, such as schools or the effort to clean the city up.
- Managed to lead and train personnel to meet the commands needs for qualified personnel which resulted in a 50% performance improvement and a total of 162 people trained and mentored.
- Promoted to a managerial role, supervisor, after six months of exemplary performance in July 2013, which resulted in the supervision of 35+ employees per shift while maintaining zero mishaps at the workplace.
- Constructed 200 incident reports on a wide range of incidents from theft to traffic accidents to burglary.
- Performed a combination of clerical, typing, office automation, records review and control functions as required in maintaining and sustaining the military police administrative operation process and

the expeditious flow and processing of military police reports and other related documentation.

- Experience with closed-circuit television programming and monitoring systems.
- Successfully developed, identified and implemented solutions for the assessment of risk management.

## EDUCATION

- Associates in Business Administration - (Richland College - Richland, TX) Diploma- (University Of Maryland) Associate Of Arts - 1975 (Des Moines Area Community College - Boone, IA)

## SKILLS

Microsoft Tools, Negotiation, Interpersonal, Training, Conflict Management, Investigations, Time Management, Organizational Management, Sales, Customer Interactions, and Loss Prevention.