

Robert Smith

Department Lead/Executive

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Outstanding
Communication, Train
New Hires, Professional
Call Control.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

An organized, motivated self-starter with twenty two years of experience in manufacturing, twenty of those years being in a leadership/ management role. Led teams to increase production and improve efficiencies by motivating and challenging employees. Promoted ten times based upon outstanding production and excellent performance evaluations.

WORK EXPERIENCE

Department Lead/Executive

ABC Corporation - January 2012 - November 2013

Responsibilities:

- Opened a new store location and assisted in recruiting and training new staff.
- Delivered excellent customer service by greeting and assisting each customer.
- Addressed customer inquiries and resolved complaints.
- Reorganized the sales floor to meet company demands.
- Stocked and restocked inventory when shipments were received.
- Contributed to merchandising ideas at team sale meetings.
- Designed displays to make the store experience interactive and engaging.

Department Lead

Delta Corporation - 2008 - 2012

Responsibilities:

- Toy Department Lead.
- Organized and managed the toy department of the store.
- Stocked freight and made sure the shelves were clean, neat, and full.
- Assisted customers with checkouts, product questions and transporting large purchases out of the store.
- Distributing chemicals & equipment for my department employees.
- Was responsible for managing crew members & training new employees for cleaning & lock out/ tag out procedures.
- Was in charge of precision cleaning of the machinery & supervising others for U.S.D.A.

Education

BS in Business Administration - 2014(University of MN - Minneapolis, MN)