

ROBERT SMITH

Electrical Department Head

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Reliable and friendly manager who quickly learns and masters new concepts and skills. Passionate about helping customers and creating a satisfying shopping experience.

APRIL 2008 - APRIL 2011

ELECTRICAL DEPARTMENT HEAD - ABC CORPORATION

- Processed an average of 50 transactions each day in a timely manner.
- Answered customers questions and addressed problems and complaints in person and via phone.
- Opened and closed the store, which included counting cash drawers and making bank deposits.
- Helped customers select products that best fit their personal needs.
- Maintained visually appealing and effective displays for the entire store.
- Educated customers on product and service offerings.
- Offered exceptional customer service to differentiate and promote the company brand.

2004 - 2008

DEPARTMENT HEAD - ABC CORPORATION

- Nutri-licious Foods Corporation - Metro Manila, PH Directly handle Logistics/Production Planning and Inventory Control, Toll Manufacturing (rented Facilities in Pulilan, Bulacan).
- Prepare Master Production Plan of the tetra packaging juices and obtain approval from the biggest customer in Japan.
- Regularly update and provide data to the customer as to the progress or changes in the production schedules through the use of internet communication and overseas phone calls.
- Ensure materials availability to production by close coordination with the warehouse manager that was based in the main plant, or directly request suppliers to deliver raw materials and packaging materials for a timely delivery and distribution of finished goods to local and international customers.
- Provide broker a plan indicating the delivery and positioning schedules of the nominated dry and reefer containers to meet the desired shipment schedules.
- Able to export juices to Japan (one client only) and generate revenue of \$1.5M/month.
- Maintain an inventory level of at least two weeks for the regular/non-perishable raw materials and packaging materials..

EDUCATION

High School Diploma in General - (Northglenn High School - Northglenn, CO)

SKILLS

Management.