

ROBERT SMITH

Area Coordinator I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Supervisory and staff development experience with outstanding background in the health & wellness industry. Currently a certified personal trainer through the American Council on Exercise (ACE) with practical experience working in a Wellness department at Geisinger Health System and the attainment of a degree in Leisure & Sports Studies with a concentration in Health Promotion & Fitness Administration.

CORE COMPETENCIES

Inventory Management, Leadership, Microsoft Word, Microsoft Excel, Logistics, Time Management.

PROFESSIONAL EXPERIENCE

Area Coordinator I

ABC Corporation - 1997 – 2000

Key Deliverables:

- Supervised 15 employees consisting of maintenance and engineering technicians and operators in the Photolithography department.
- Scheduled shift workflow and staffing needs across all shifts; coordinated workflow between departments.
- Monitored and resolved personnel problems; tracked productivity, quality and attendance of each employee on shift.
- Drove Continuous Improvement goals and procedures.
- Served as member of Fire Brigade and Emergency Response Team.
- Examined tool downtime and rescheduled preventative maintenance to maximize production, increase productivity and improve product throughput.
- Oversaw evaluation and resolution of a system malfunction that saved the company \$300,000 annually.

AREA COORDINATOR

ABC Corporation - 1993 – 1997

Key Deliverables:

- Worked as the NE Ohio local coordinator for the STS Foundation.
- Helped find families willing to host foreign exchange high school students for one full school year.
- Did initial home visit to assess validity of application and phone interviewed family references.
- Performed monthly checkups with the family and student as well as phone calls to the schools guidance counselor to make sure student was academically sound.
- Arranged flights with airlines to get students to America.

ROBERT SMITH

Area Coordinator I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Took care of any issue regarding Visas, travel, sports eligibility, and housing issues.
- www.stsfoundation.org.

EDUCATION

- (Dale Carnegie - Phoenix, AZ)

