

# ROBERT SMITH

## Business Operations Coordinator III

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Management professional versed in all aspects of operations management, from scheduling and finance to production and quality. Possesses exceptional communication, organizational and multitasking capabilities.

## EXPERIENCE

### Business Operations Coordinator III

#### Lakewood Products - 2014 - 2020

- Provided support to the General Manager, Owners and overall business operations in the areas of Customer Service, Finance, Human Resources, Manufacturing, Quality and Supply Chain Management Maintained configuration control for all documents per Quality System.
- Prepared for all quality system audits (ISO 9001) Coordinate Corrective / Preventive Action (CAPA), Nonconforming Material (NCR), and Material Review Board (MRB) activities Oversaw the production process and managed the production schedule and coordinated weekly project team meetings.
- Reviewed processing schedules and production orders concerning inventory requirements, staffing requirements, work procedures and duty assignments, considering budgetary limitations and time constraints.
- Planned and paced work efficiently in order to meet daily, weekly, project or production goals.
- Made sure that products were produced on time and are of good quality.
- Monitored product standards.
- Received and correctly processed both written and verbal instructions, prints and work orders.

### Business Operations Coordinator

#### Delta Corporation - 2013 - 2014

- Responsible for organizing, preparing, and implementing H.R.
- paperwork Reorganized and updated all employee and client files for State licensing Created and implemented new personal appearance/dress code policy .
- This includes maintaining office services efficiency, supervising office staff and maintaining office records.
- Design and implement office policies Establish standards and procedures Organize office operations and procedures Supervise office staff Prepare time.
- Coordinates planning and execution of operational goals Actively

works to improve operational efficiencies Responsible for coordination and .

- Assisted in the day to day operations involved in running our family business.
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

- Certificate in Project Management - (University of Minnesota)

## SKILLS

Attend Professional Development Workshops: Microsoft.