

Robert Smith

Special Education Department Head

PERSONAL STATEMENT

Provides direct leadership, instruction and supervision of a department of 75 personnel. Oversees the training of nearly 300 personnel across multiple departments. Coordinates the daily schedule of duties for four teams of more than 60 personnel each. Consistently recognized for superior organization skills and sound mentorship and instruction. SUMMARY OF QUALIFICATIONS Leadership Management Operations Mentorship Conflict Resolution Scheduling Instruction Customer Service Communication.

WORK EXPERIENCE

Special Education Department Head

ABC Corporation - September 2004 - April 2014

Responsibilities:

- Customer satisfaction in a progressive mini photo lab.
- Privacy compliance for client personal information.
- Weekly and monthly preventative maintenance schedule for lab equipment.
- Intermediate for upper management and staff.
- Scheduling daily rotation of work responsibilities.
- Constant achievement of weekly goals.
- Respected within the community and expertise sought after by other local labs.

Department Head

ABC Corporation - 2000 - 2004

Responsibilities:

- Answered questions about products and gave customers suggestions to finish projects.
- Helped customers locate products.
- Delivered excellent customer service.
- Frequented as a back-up cashier.
- Responsible for weekly department ordering.
- Opened, priced and put into correct location the products from the weekly shipment.
- Kept department clean and helped other departments clean and with shipments..

Education

Associate in Documentary Photography - 2010(Academy of Art University - San Francisco, CA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Inventory Management,
Adobe Photoshop,
Lightroom, Technical
Support.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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