

Robert Smith

Asst. Operations Intern

PERSONAL STATEMENT

To use diverse skills, abilities, and experiences to ensure that future employer experiences sustained and lasting success.

WORK EXPERIENCE

Asst. Operations Intern

ABC Corporation - June 2015 - September 2015

Responsibilities:

- Worked directly with the Ripken Baseball operations team to ensure that tournaments, camps, and clinics ran efficiently and to the satisfaction of all involved.
- Performed any tasks that were assigned and could be classified and operations related.
- Filling coolers with water, announcing tournament games, and ensuring each field were adequately stocked with baseballs.
- Frequently tasked with speaking to both small and large groups of both children and adults about a variety of topics
- Ensure that they were accomplished in a manner in which Ripken Baseball would find adequate.
- Gained a vast amount of experience in working with and coaching/educating youth.
- Instructed and acted as an overnight counselor for three consecutive weeks of "Weeklong" camps.

Operations Intern

ABC Corporation - 2011 - 2015

Responsibilities:

- I worked on a project to improve process efficiency on the packaging lines in order to meet corporates target.
- In order to achieve this, I led communication efforts, created incentive programs, and improved planning numbers for package types.
- Was also trained on how the laser coders used in the brewery work and how to troubleshoot them.
- In addition, I attended a training course for safety control systems used on the equipment in the brewery.
- At this training course I learned about PLC programming with RSLogix.
- I was able to successfully increase the process efficiency on the packaging lines for the months of July and August.
- Skills Used Communication, Leadership, numerical analysis, control engineering.

Education

Business Administration - (University of Nebraska - Lincoln, NE)

CONTACT DETAILS

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

SKILLS

Microsoft Office,
Microsoft Excel, Adobe
Photoshop, Microsoft
Power point.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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