

Robert Smith

Area Coordinator/Supervisor

PERSONAL STATEMENT

Persuasive business development professional successful at establishing and maintaining key partnerships with corporate decision makers and clients. Effective mentor and natural leader focused on fostering a positive and collaborative organizational culture. Subject matter expert in behavioral sciences practicing at a master's level.

WORK EXPERIENCE

Area Coordinator/Supervisor

ABC Corporation - March 1999 - February 2011

Responsibilities:

- Manage a full production department of 30 to 40 team members encompassing production and assembly within a single shift manufacturing environment.
- Monitor production equipment operations ensuring integrity of production, departmental operations, while maintaining productivity levels.
- Interview, hire, train and dismiss personnel; perform evaluations and enforced OSHA and plant safety regulations as required.
- Read and prepare department specific blueprints and drafting plans for department production of prototype units.
- Track and report incidents of damaged product or nonconformances to requirements for senior management for review.
- Streamlined processes and procedures so that all production schedules are met with regard to internal and external customer expectations.
- Building motivated and diverse teams through planning and behavioral interviewing hiring practices.

Area Coordinator

ABC Corporation - 1994 - 1999

Responsibilities:

- Duties, Accomplishments and Related Skills Operated one million dollar budget.
- Responsible for 85 staff.
- Supervised and trained psychologists, nurses, social workers and direct care workers.
- Chosen for and participated in yearlong leadership development program.
- Managed five group homes; worked with architects and opened up three homes.
- Exceeded expectations on all OMRDD audits, nominal citations.
- Analyzed and evaluated a wide cross section of economic and demographic data, using technology and a variety of software applications, in order to identify opportunities to maximize the delivery of programs and services..

CONTACT DETAILS

1737 Marshville Road,
Alabama
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SKILLS

Microsoft, Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education