

# ROBERT SMITH

## Sr. Area Coordinator

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### SUMMARY

To utilize formal education and strong interpersonal skills for advancement in the HVACR industry  
Skills/Certifications HVACR Apprentice License EPA/CFC Universal License Plumbing knowledge Basic  
Electrical Carpentry- basic and finishing Drywall.

### SKILLS

Microsoft office certified.

### WORK EXPERIENCE

#### Sr. Area Coordinator

ABC Corporation - 2012 – 2016

- Responsible for keeping construction areas in a \$220 million industrial expansion on schedule by directing overall efforts of 1,700 craftsmen of all union trades.
- Correlating opportunities into numbers into the optimum number of union workers needed in each trade/skill.
- Evaluated progress on concrete, A/G and U/G piping, electrical, steel, equipment, vessels, sheet metal and instrumentation installed since the previous week.
- Prepared progress reports and graphs; calculated output/efficiency per man hour by work type.
- Drafted field changes and modifications for approval by on-site engineers.
- Submitted safety and excavation permit requests to host for all work within the existing plant facility.
- Scheduled work and contracted heavy equipment per approved requests.

#### AREA COORDINATOR

ABC Corporation - 2011 – 2012

- 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.
- Took care of any issue regarding Visas, travel, sports eligibility, and housing issues.
- [www.stsfoundation.org](http://www.stsfoundation.org).

### SCHOLASTICS

- Master of Divinity - (Southwestern Baptist Theological Seminary)