

Robert Smith

Department Supervisor I

CONTACT DETAILS

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PERSONAL STATEMENT

5+ years of experience as a Department Supervisor. My objective is to get a job within a company that is looking for a manager that is hardworking, as well as a great mentor and motivator. I am looking for a company that believes in the employees and pushes them to succeed by giving them the coaching they need to get the promotions they desire.

WORK EXPERIENCE

Department Supervisor I **ABC Corporation - February 2016 - Present**

Responsibilities:

- Responsible for overseeing the daily activities of hourly associates on the sales floor.
- Managing associates performance and ensures adequate department coverage through influencing scheduling.
- Merchandising, stocking, tracking and reporting metrics and monitoring project activity.
- Maintain a safe and secure work environment by conducting daily safety reviews.
- Also responsible for providing superior customer service by assisting customers in locating, selecting, demonstrating, and loading merchandise.
- Enabling customers to make informed decisions during stressful travel gear shopping.
- Adjusting inventory counts creates pick lists, and prints pricing labels.

Warehouse Supervisor **ABC Corporation - July 2014 - January 2016**

Responsibilities:

- Responsibilities job description- the warehouse supervisor delegates and oversees all warehouse employees and production within the distribution center.
- Responsible for all budgeting, scheduling, and inventory-related tasks.
- The main responsibility of the warehouse supervisor is to watch and maintain weekly inventory goals.
- This includes running inventories three times weekly to ensure maximum accuracy.
- Required to hold daily huddle sessions with the employees to keep them up to date on all warehouse related information and changes.
- Required to handle all employee disputes or inquiries using company policies and procedures.
- Monitor all safety regulations and ensure that the warehouse is following proper safety protocol.

SKILLS

Microsoft Office,
Microsoft Project
Management,
Organizing, Good
Communication, Write
Reviews and Deliver
Evaluations to
Associates, Develop
SMART Game Plans to
Improve Performance
and Meet Desired Goals.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

BS in Business Management - 2011(Wayland Baptist University -
Lubbock, TX)Diploma in General Education - 1995(Lubbock High School
- Lubbock, TX)Associate- (Secondary Cell)