

Area Coordinator

ROBERT SMITH

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Objective

A Manager and Electronics Manufacturing and Telecommunications Technician with broad experience in microprocessor and industrial power supply manufacturing and management. I have several years of experience in high volume, 24 hour manufacturing environments managing workflow and personnel assignments to achieve production goals and deadlines.

Skills

Comfortable in many different work environments, Organized.

Work Experience

Area Coordinator

ABC Corporation - January 2010 - August 2013

- Resident Director Oversee professional Residence Life staffs management of student conduct hearings.
- Advise, Recruit and Train the Residence Hall Conduct Board Hearing officer for mid-level conduct, and reinforce community standards through sanctioning.
- Supervise, select, train, and evaluate Lead RAs.
- Act as a primary resource to newly hired professional staff, and assist with training new staff.
- Organize departmental on-call schedule for professional staff Assist with planning and implementing Housing Selection process Develop and implement staff training for RA staff and Lead RA staff Co-Advise RHA, developed campus-wide events and educational initiatives on \$15,000 budget.
- Supervise, manage and enhance the living-learning community for first-year students and upper-class students.
- Conduct Research and write campus proposals to receive additional resources for the Office of Residence Life.

Area Coordinator

ABC Corporation - 2008 - 2010

- Assistant to the Area Director to ensure that all personnel within the area were getting all the most up to date marketing, and financial data.
- Duties included but were not limited to; Post job openings for the area in local and statewide media.
- Run background checks on potential candidates and set up DOT physicals and WorkWell exams.
- Travel to districts in 4 states and assist Area Director with yearly plant inspections with regard to safety, DOT, and corporate compliance.
- Coordinate events and meetings by contracting venues, setting up hotel arrangements and setting up menus for all Area personnel and incoming corporate guests.
- Gathering supplies and assuring that all necessary literature was printed and ready.
- Parse reports sent by corporate departments to ensure that each district was compliant with guidelines set by Area Director.

Education

Master in Education - (Utica College - Utica, NY)