

ROBERT SMITH

Area Coordinator/Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

As an Area Coordinator taken on a variety of responsibilities that allows me to utilize my multitasking, organizational/detailed skills while making the company's productivity my priority to promote growth within the company.

CORE COMPETENCIES

Bilingual Spanish, Business Development, Office Management, Medical Terminology, Mental Health, Client Relations.

PROFESSIONAL EXPERIENCE

Area Coordinator/Manager

ABC Corporation - 2012 – 2016

Key Deliverables:

- Cultivate and maintain relationships amongst 65 member agencies in DuPage County.
- Support member agencies in volunteer training and management, and building relationships among community partners.
- Promote nutrition education within network of member agency food pantries.
- Advise member agencies in planning, designing and implementing programs, and events.
- Working in a coordinated effort to provide outreach and to identify areas of need and potential opportunities for increased efforts in DuPage county region.
- Maintain member agency information and accurately updates the databases.
- Schedule and conduct site monitoring and evaluation.

Area Coordinator

ABC Corporation - 2007 – 2012

Key Deliverables:

- 1976-78 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.
- Weekly duties Identified upcoming workforce requirements by a) inventorying yard and warehouse materials, b) comparing inventory to current drawings, and c) 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 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..

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EDUCATION

- - (Waubonsee Community College - Aurora, IL)