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Unit 1 High Frequency Word List

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ROBERT SMITH

Scheduling Supervisor III

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Objective Seeking a full-time entry level career position that allows for professional growth and long term employment. Qualifications Two years of experience in management and supervision. Excellent written and verbal communication skills. Attention to detail and well organized. Skilled in balancing multiple priorities and meeting deadlines. Effective problem and conflict resolution skills. Quick learner with a strong work ethic and a willingness to get involved. Computer literate in MS Word, Excel, Access and Power Point.

EXPERIENCE

Scheduling Supervisor III

Cambus - NOVEMBER 2010 - 2020

- Supervised 160+ employees schedules and attendance violations.
- Provided coaching up to and including discipline to improve performance.
- Coordinated transportation needs for the University of Iowa "On Iowa" annual program providing campus tours and access for approximately 3,500-4,000 new students each year.
- Attended weekly supervisors meetings to discuss updates/issues that arose within the Parking and Transportation sub departments.
- Ensured updates were communicated to all Cambus personnel.
- Provided direct supervision for Scheduling Assistants weekly tasks and performance.
- Provided customer service by responding to passenger complaints and concerns.

Scheduling Supervisor

Delta Corporation - 2007 - 2010

- Switchboard, 10key, copier, Micromed Accomplishments Provided a positive helpful attitude while coordinating the schedules.
- Skills Used Positive attitude, clear and calming voice, and willingness to always help.
- Coordinated all shipping and receiving Scheduled production Maintained and monitored inventory Communicated with customers on a daily basis Directed .
- and Maumee, OH Daily Duties I started off as an STNA taking care of clients in their homes I was promoted after three months working out in the field .
- Handled complaints as well as praises from caseworkers, clients, and loved ones I fax data, imputed data into the computer on a daily basis Assisted .
- Assist with Payroll weekly Make daily phone calls to clients and Certified Nursing Assistants Interview applicants, maintain employees

Jr. Youth Director

Flexible customer service professional with office and retail setting experience. Capable of managing high-volume workload within a fast paced environment, and ability to operate standard office equipment.

Jr. Youth Director
ABC Corporation - August 2005 - August 2006

- Arranged for pastoral visits, to provide information and resources regarding religious education programs.
- Counseled individuals regarding interpersonall health, financial, or religious problems.
- Identified and recruited potential volunteers. Trained and supervised religious education instructional staff.
- Developed and directed study courses or religious education programs within congregations.
- Implemented program plans by ordering needed materials, scheduling speakers, reserving space and various other administrative details.
- Analyzed revenue and program cost data to determine budget projections.
- Responsible for oversight of annual budget and expenditures for youth group.

ABC Corporation - 2004 - 2005

- Develop and manage a plan and model of ministry.
- Create and develop curriculum to teach in several classes throughout the week.
- Organize community outreach events and group fundraisers.
- Train volunteers in methods for leading successful events and mentoring young people.
- Create and manage a yearly budget for the Youth Ministry.
- Communicate information to the congregation through social media, newsletters, email, phone calls, and flyers.
- Oversee one part time Assistant Youth Director, a group of 10+ volunteers, and Youth Council group.

Bachelor of Science in Religion - (Liberty University - Lynchburg, VA)

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Alabama
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www.qwikresume.com

Microsoft Office, Oracle
Accounting Systems.

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

Climbing
Snowboarding
Cooking
Reading

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

Bachelor of Science in Religion - (Liberty University - Lynchburg, VA)

Fire Marshal

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

EXPERIENCE

ABC Corporation - 2013 - 2015

- Involved with NEIL inspections, Fleet Oversight inspections, Self-Assessments, NRC Triennial inspections, and INPO inspections.
- Attended benchmarking trips and provide support to other groups who visit STP for benchmarking.
- Performed periodic inspections within the Plant to ensure compliance with all aspects of the Fire Protection Program including Hot Work and Transient Fire Loads.
- Performed observations of workgroups as they perform their tasks.
- Worked closely with our Fire Training Coordinator in training the Fire Brigade as well as controlling Fire Drills.
- Provided technical review of new/revised procedures.
- Assisted Fire Protection personnel with testing.

Delta Corporation - 2010 - 2011

- Overall responsibility was to manage the Fire Protection Program including the planning, implementation, and oversight of the Program.
- Oversight of the Fire Protection Budget.
- Worked closely with Fire Protection Engineers.
- Adjunct Fire Instructor, assisted the Fire Training Coordinator with initial and recertification training.
- Controlled Fire Brigade Fire Drills.
- Qualified Procedure writer wrote, developed, and implemented procedures.
- Kept Management informed as to the Program status.

EDUCATION

- GED

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