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# ROBERT SMITH

Scheduling Supervisor III

[info@qwikresume.com](mailto: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 &quot;On Iowa&quot; 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

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Additional Information Form

INSTRUCTIONS FOR FILING IN THE FORM

1. Name of the Applicant

First Name	Last Name	First Name	Last Name

2. Present Organization/Address of the Applicant

Address of the Applicant	Address of the Applicant

3. Date of Birth (DD/MM/YYYY)

Date of Birth

4. Marital Status

Marital Status

5. Applicant's Qualification (Degree/Diploma)

Applicant's Qualification	Applicant's Qualification

6. Other Information

Other Information



