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**ROBERT SMITH**

3rd Shift Supervisor (Production)

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Experienced supervisor & production manager with a proven track record in leading successful production teams & optimizing operational procedures. An ability to manage staff effectively, implement budgeting, scheduling, and quality control measures, while recruiting, training, and managing production teams that frequently exceed company expectations.

**EXPERIENCE****3rd Shift Supervisor (Production)****ABC Corporation - 2007 - JULY 2013**

- Prepared reports and other required documentation and ensured that staff prepares comprehensive records, reports, and documentation.
- Reviewed, developed, or revised work methods, procedures, and processes to determine work priorities, and developed work schedules to provide adequate staff coverage.
- Provided work instruction and assists employees with difficult and/or unusual assignments and encouraged innovation.
- Answered phones and answered all residents' questions or needs, file patient work, lock down building, conduct random fire drills and supervise all.
- Supervised 20 employees in a warehouse environment.
- Managed and cycle counted an inventory of over books.
- Responsible for overseeing daily plant activities and managing inventory appropriately to meet production and shipping requirements.

**3rd Shift Supervisor****Delta Corporation - 2012 - 2013**

- Monitoring security cameras, checking purchased out vehicles, monitoring employee entrance/exit gate, patrolling the auction exterior/interior.
- Ability to consistently monitor actions and actions.
- Monitor kitchen flow, packing flow.
- Manager on duty during the late shift.
- Supervision, scanning, signing, merchandising processing, and recovery Communicating expectations and company goals in Customer service, shipper.
- Responsible for the basic function of the shipping warehouse.
- Ability to consistently load trailers without damage, unloading pallets from incoming trucks, place products in proper location in warehouse using .

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# Robert Smith

## Home Health Registered Nurse II

**CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
www.qwikresume.com

**SKILLS**

Management,  
organizing.

**LANGUAGES**

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

**INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

**REFERENCES**

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

**PERSONAL STATEMENT**

Astute, hardworking, self-directed, nursing professional nurse possessing comprehensive knowledge patient-centered care. Maintain critical thinking skills, while providing essential support during critical situations. Professional interaction with recognized ability to cultivate and maintain relationships. Effectively interface with internal and external customers. Recognized for commitment to quality and excellence in the nursing profession.

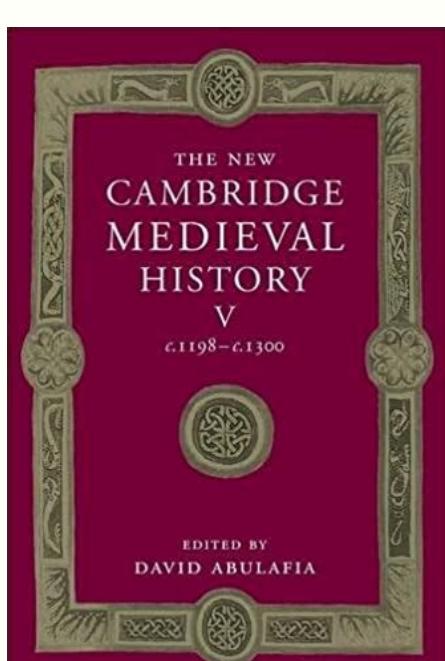
**WORK EXPERIENCE****Home Health Registered Nurse II****ABC Corporation - August 2011 - June 2013****Responsibilities:**

- Accountable for the delivery of cost-effective, quality care to clients within a home health setting.
- Conducted all aspects of the nursing process, including assessment, diagnosis, planning, intervention and evaluation.
- Documented initial and ongoing assessments, as per Centers for Medicare guidelines.
- Gathered and analyzed pertinent information for treatment plan development.
- Coordinated care needs, ensuring quality through effective communication and collaboration with interdisciplinary team members.
- Expansive knowledge and consistently compliant with policies and regulatory requirements for OSHA, Joint Commission, and Medicare provisions of care.
- Utilized various health information and technological resources to promote access to quality healthcare to patients within their homes.

**Home Health Registered Nurse****Delta Corporation - 2009 - 2011****Responsibilities:**

- Admissions and discharge nurse (Teaching and support to Pt and family)  
Assess Pt, instruct Pt on diagnosis, treatment, rehab, symptom management.
- Individual patient care.
- Performing wound care and dressing changes, Medicare assessments, medications set-up, as related to home health services.
- Provided direct care to patients in the Medical Surgical and Psychiatric departments following both physicians orders and insurance regulations.
- Relief Supervisor, Psychiatric department.
- Effective counseling in health maintenance and disease management.
- Developed patient care plans, including assessments, evaluations and nursing diagnoses.

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# Robert Smith

Phone (123) 456 78 99  
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Website : www.qwikresume.com  
LinkedIn: linkedin.com/qwikresume  
Address: 1737 Marshville Road, Alabama

## **Head Waiter I**

## SUMMARY

To work with an organization where can continuously learn in the pursuit of achieving functional excellence, thus getting maximum job satisfaction and optimum career growth where can utilize my previous experience in customer service.

## SKILLS

### **Prep Cook, Head Cook,**

## WORK EXPERIENCE

Head Waiter I

ABC Corporation - 2008 - 2016

- Trained new waiters and floor staff on guest service expectations, safety procedures, Proper food handling, and restaurant protocols.
  - Monitor the dining room to ensure guest experiences.
  - Work with individual servers to improve performance.
  - Answer customer inquiries and resolve issues promptly.
  - Deliver exceptional, friendly, fast service.
  - Most of all building rapport with customers and make sure they had a good experience.

## **Head Waiter**

ABC Corporation - 2007 - 2008

- Presented menus to guests and respond to any questions concerning menu items.
  - Maintained current knowledge of menu, specials, and all food preparation to ensure accurate responses and recommendations to guests.
  - Served as runner for other wait staff to maintain proper flow and customer satisfaction.
  - Enforced age verification when serving alcoholic beverages.
  - Managed restaurant staff as needed.
  - This included closing out wait staff tickets, ensuring kitchen was cleaned and closed up properly, building locked and secured.
  - This is Dummy Description data. Replace with job description relevant to your current role.

EDUCATION

- (Ch�one College, Newark Memorial High School)

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## Difference between QA and QC

## Definition

- QA is a set of activities for ensuring quality in the processes by which products are developed.
  - QA is a managerial tool
  - QC is a set of activities for ensuring quality in products. The activities focus on identifying defects in the actual products produced.
  - QC is a corrective tool

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