
Assistant Team Leader Resume

Job Objective

Seeking full time Assistant Team Leader position in which to use my skills and talents to help company meet or exceed short and long-term goals.

Professional Experience:

Assistant Team Leader, August 2005 – Present
Giant Eagle Supermarket, Lincoln, IL

- Assumed regulatory and fiscal reporting requirements in Team Leaders absence.
- Managed client case and counseled them in every environment including: the streets, shelters, prisons, hospitals, apartments, office.
- Maintained reports and completed other program documentation.
- Organized and participated in social activities with clients in the community.
- Monitored referrals and advocated client participation in community services.
- Lead groups, workshops, and in-services on relevant topics; e.g. substance abuse, safe sex, domestic violence.

Assistant Team Leader, May 2000 – July 2005
Giant Eagle Supermarket, Lincoln, IL

- Reviewed customer dockets, specifications and information to accurately set-up the equipment.
 - Followed standardized procedures, set-up for all customer jobs.
 - Completed all quality control testing per procedures.
 - Packed and palletized film per specifications.
 - Adhered to housekeeping standards including sweeping, wiping down equipment, dumping garbage and trim.
 - Handled materials including spotting and returning resins, cutting cores and mixing resins
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Summary of Qualifications:

- Remarkable experience in social services, supported housing
 - Solid understanding of all quality checks on film
 - Thorough knowledge of Quality Management System
 - Ability to perform necessary math for figuring impressions and amounts needed for orders
 - Ability to coordinate and stage materials and parts needed prior for changeovers and set-ups
 - Ability to supervise team to ensure safety and efficiency of the entire operation
 - Ability to recruit, select, develop and retain talented team members
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Education:

Bachelor's Degree In Business Administration, Southeast Arkansas College, Pine Bluff, AR

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