

MOUATH AL-SMADI
7 Michael Dr.
Sikeston, MO 63801
Phone: (573) 703-3037
Email: mouath.m.smadi@gmail.com

Abilities

- Possesses the knowledge to manage facilities and people from an efficient, professional and sustainable perspective.
- Outstanding customer and public relation skills.
- A broad vision, and strong analytical and strategic thinking.
- The ability to plan, design, and manage facilities.
- Knowledge of the integration of operations, safety, maintenance, project management, quality assessment, technology, people, and sustainability as they relate to facility construction and operation.
- Professional leadership and supervisory skills.

Education-based & Work-related Skills

- Divers Work Place Supervision.
- Lean & Six Sigma knowledge and Operations.
- Employment Specialty.
- Customer and public relations.
- Facility Management.
- Managing Innovation.
- Quality Assurance.
- Retail Leadership.
- Marketing Supervision and Sales Management.
- Business Administration and Economics Knowledge.
- OSHA 40-hour Environment, Health and Safety Certified.

Employment History

Employment Specialist, Human Resources Assistants, Except Payroll and Timekeeping

07/2018 - Current

Sikeston Job Center

Sikeston, MO

- Interviews, advises, and guides a diverse population of candidates and job seekers to ascertain employability; interprets and explains regulations, rules, policies, and procedures.
- Assesses candidates' education, work experience, skills, abilities, qualifications, and job interest.
- Identifies problems/barriers that hinder employability; assists job seekers in resolving and mitigating barriers to employment by identifying the need for other services and benefits.
- Analyzes information obtained from interviews, tests, and other sources to develop short- and long-term employment goals.
- Contacts public and private employers in order to develop on-the-job training and/or direct job placement sites for job seekers; maintains cooperative relationships with employers, academic and vocational training institutions, and support service and community resource agencies.
- Inputs necessary information into automated system(s); organizes cases; maintains and updates records on candidates' employment, training, and follow-up activities.

Lead Sales Representative

08/2014 - 08/2017 Frito Lay / PepsiCo Cape Girardeau, MO

- Directly responsible of overseeing and managing all sales accounts within the appointed territory.
- Developed account sales and ensured a continuous supply of products to big retail stores.
- Ensured target goals are maintained for sales, waste, and safety.
- Generated and Maintained daily paperwork and cash flow records.
- Directly impacted the sales process and was in continuous contact with customers and top management at the retail stores.
- Directly in charge of time and quality assurance of product delivery and layout.
- Knowledge of DOT regulations.

Retail Management

10/2013 - 08/2014 MFA Oil Company / Break Time Convenience Stores. Sikeston, MO

- Directly supervised and coordinated activities of retail stores sales and workers.
- Duties included management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties and staff training.
- In charge of ensuring customer satisfaction and resolving customer s' complaints.

Marketing and Promotions Manager, Advertising and Promotions Manager

06/2007 - 10/2011 Channels Team for Marketing and Promotion Services Irbid, Jordan

- Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.
- Managed and organized a variety of marketing campaigns for customers ranging from small businesses to global corporates.

Education History

Completion Date	Issuing Institution	Location	Degree Received	Course of Study
12/2018	Southeast Missouri State University	Cape Girardeau, MO	Master's Degree (4.0 GPA)	Technology Management
03/2012	Yarmouk University	Irbid, Jordan	Bachelor's Degree	Business Administration and Economics

Certifications

Certification Title	Issuing Organization	Completion Date
OSHA 40-Hour HAZWOPER Certificate	Southeast Missouri State University	06/2018

References Available Upon Request