

# Catalog Specialist

## ROBERT SMITH

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### Objective

Seeking a Catalog Specialist position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

### Skills

MS Office, Management, Communication.

### Work Experience

#### Catalog Specialist

**ABC Corporation** - June 1990 - May 2000

- Contacted customers to inform that their online order arrived in-store Send written letters to notify customers unable to be reached by phone Contact.
- Worked cross-functionally with Product Management, Engineering, and Marketing to gather product data for specification books Translated technical.
- Served as a member of the FBA RPI Operations Team.
- Reviewed, updated, and corrected fulfillment center third party merchant inventory.
- Contacted customers to inform that their online order arrived in-store Send written letters to notify customers unable to be reached by phone Contact.
- Assisted in managing metadata tags for catalog up to 200,000 searchable music pieces Analyzed music submissions on the website to assure correct.
- Furnitured, Floorcovered, Lifestyle & Leisure) Worked with the buying team and vendors to acquire product metadata in accordance with OKL accepted.

#### Catalog Specialist

**Delta Corporation** - 1986 - 1990

- Received all pricing update forms and post new information such as pricing, status, and any other updates to the Price Revision Report in Oracle ERP.
- Maintained and upheld the integrity of the vendor master database in SAP, ran ABAP reports, assisted in analyzing vendor data-loads into SAP.
- Customer Service for the catalog dept, Cashier, I answer phones, search the Internet for customers for various products and place, and deliver catalog.
- Answer phones and problem solve when needed.
- Stock and fold merchandise to keep the department in a neat and orderly appearance.
- Answered multi-line phone Updated client records for uniform changes Scanned and set up client logos, converting and editing digital images.
- Redesigned Fort Lewis Colleges online academic catalog for the state of Colorado Created over 150 online roadmaps to graduation for freshmen.

### Education

GED