

# ROBERT SMITH

## Catalog Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Dynamic Catalog Specialist Professional with proven rapport building and problem resolution abilities. Key strengths include excellent sales, customer service, troubleshooting, coordination, and monitoring skills. Familiar with RFQ and Proposal preparation. Bilingual (German) with excellent references and communication skills. Performance recognized by multiple awards.

### CORE COMPETENCIES

Procurement, Contract Negotiations, Contract Management, Contract Administration, Safety, Quality Control, Accounting.

### PROFESSIONAL EXPERIENCE

#### Catalog Specialist

**ABC Corporation - 1990 – 1990**

##### Key Deliverables:

- Entered and maintained all documentation, such as sketches and part numbers into the catalog system.
- Transported sketches to jpg format to represent the part.
- Ran software to produce printable PDF catalog pages.
- Continually tracked all changes in software through SQL and Access.
- Designed all muffler sketches and pipe sketches for catalog production using Adobe Illustrator, Photoshop, and AutoCAD to perform these duties.
- Proofed all printed (Blue Lines) from Adair Printing for the Full Line Catalog.
- Marked the required changes prior to publication.

#### Catalog Specialist

**Delta Corporation - 1986 – 1990**

##### Key Deliverables:

- Duties QA assistance on video assets Troubleshooting video material Launched internal computer tools and edited data.
- Categorize, sort, and manage songs in the company catalog Determine song characteristics/qualities for easy file management/searchability Provide.
- Open and closing store, customer service, money handling, cashier, answering phones, stocking, organized online order using computer software, setup.
- Skills Used Customer service skills, help each customer find what theyre looking for, working in a fast-paced environment, and selling store gifts.
- Photograph products for catalog, edit photos, create product bulletins for new release products, create/update appreciation data for web, and others.
- Create service parts catalogs for excavators and wheel loaders from drawings and BOMs Update catalogs per ECNs Handle dealer problems regarding.

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- Communicated with buyers to resolve any issues at hand Updated prices and set up new items for the United Kingdom, London offices.

### EDUCATION

- Diploma