

Robert Smith

Catalog Specialist

PERSONAL STATEMENT

Catalog Specialist with 2 years of experience in Monitoring aging reports of parts information requests to manufacturers to ensure timely response and contacts manufacturer with additional information requests if no response is given within the specified timeframe.

WORK EXPERIENCE

Catalog Specialist

ABC Corporation - July 2012 - February 2013

Responsibilities:

- Responsible for proactive monitoring of digital ingestion and operational systems to identify and address issues that impact revenue generation or service levels.
- Understood and correctly applied a wide variety of software tools to manage digital assets, troubleshoot, and resolve issues.
- Consistently improved content provider and customer experience by delivering superior quality assurance and personal responsibility for the quality of titles.
- Ability to conceptualize complex interrelated applications and system platforms.
- Proficient in written and verbal communication skills, ability to build relationships, and influence other teams to meet goals.
- Comfortably presented on and answers detailed questions about all aspects of a product.
- Led office hours for awareness of our teams process.

Catalog Specialist

Delta Corporation - 2009 - 2012

Responsibilities:

- Create service parts catalogs for excavators and wheel loaders from drawings and BOMs Update catalogs per ECNs Handle dealer problems regarding.
- 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 they're 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

CONTACT DETAILS

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

SKILLS

Communication Skills,
Developing Skills,
Managing Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

drawings and BOMs Update catalogs per ECNs Handle dealer problems regarding.

Education

BS