

ROBERT SMITH

Catalog Specialist

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

SUMMARY

As a Catalog Specialist, responsible for creating awareness with senior department manager, collaborating with internal designers, serving a lead resource with web based configurator related issues, etc.

CORE COMPETENCIES

Graphic Design, Training Coordinator, Catalog Production, User Documentation Coordinator, Business Intelligence Analyst.

PROFESSIONAL EXPERIENCE

Catalog Specialist

ABC Corporation - June 2004 – May 2005

Key Deliverables:

- Expertly managed configurable products and services based catalogs through C++ programming language and visual data modeling tool for an accurate description of the vendors products and services in m2o and ISST.
- Created and maintained SOS electronic catalogs along with merchandisers and vendor partners.
- Efficiently served as a lead resource with regard to web-based configurator related issues.
- Created awareness with senior department managers in order to build cross-functional relationships between other teams which included high ranking members of the Video department.
- Helped successfully launch the Martha Stewart Home Office(TM) brand at Staples introducing over 200 initial new products.
- Collaborated with Martha Stewart internal designers to create dynamic and visually appealing supplemental advertising pages.
- Owned weekly targets against internal and external dependencies.

Catalog Specialist

Delta Corporation - 2002 – 2004

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 they're looking for, working in a fast-paced environment, and selling store gifts.

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

EDUCATION

High School Diploma

