

Robert Smith

Catalog Specialist

PERSONAL STATEMENT

Seeking a Catalog Specialist position, responsible for Populating and maintaining individual items, brands, and their attributes within the item catalog based on a set of established business rules, and also Monitoring incoming data requests and assist customers in uploading and downloading data from the catalog.

WORK EXPERIENCE

Catalog Specialist

ABC Corporation - November 2014 - 2014

Responsibilities:

- Provided physical addresses for PO Boxen for delivery of catalog items.
- Sent requests to Vendors for a call tag and replacement item to be issued to the customers.
- Maintained department productivity and quality goals.
- 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.
- Conveyed program changes to the Quality Assurance and Support Team as necessary.

Catalog Specialist

Delta Corporation - 2009 - 2014

Responsibilities:

- 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.
- Was 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.

CONTACT DETAILS

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

SKILLS

Developing Skills,
Interpersonal Skills,
Managing SKills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Diploma