ROBERT SMITH

Data Clerk II

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Find gainful employment with a reputable company. This position will utilize my organization and communication skills while providing a challenging work environment with room for personal and professional growth.

JANUARY 2012 – NOVEMBER 2012

DATA CLERK II - ABC CORPORATION

- Responsible for production control activities in the S76 or S92 Completions Center.
- Ensures all material and kits are delivered to the production floor timely and accurately from storage.
- Coordinated the transfer of material between departments and work orders as necessary.
- Coordinated gap analysis on short kits to ensure missing items are filled for production.
- Minimized inventory on the production floor by utilizing Just-in-Time and Pull System practices.
- Worked closely with the assigned Aircraft manager, Floor Supervisors and planning to achieve a robust supply chain flow.
- Participated in all process improvement and other functional teams.

2007 – 2012

DATA CLERK - ABC CORPORATION

- Responsible for ensuring that each customer received outstanding service in scheduling requests for service.
- Manage bookkeeping responsibilities including recording all daily sales data (income and expenses utilizing spreadsheets), and invoicing.
- Execute working knowledge Microsoft office programs -Effectively meet and communicate with the public, verbally and in writing with exceptional telephone etiquette and interpersonal skills.
- Receive and sort mail timely and accordingly.
- Schedule consultations and meetings; maintain company calendar.
- Order supplies and create invoices.
- Filter company email..

EDUCATION

Associate - 2014(Westchester Community College - White Plains, NY)

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SKILLS

Inventory, Inventory Management, Forklift Operator, Microsoft Office, Microsoft Word, Excel.