

# Materials Clerk

# ROBERT SMITH

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## Objective

To obtain an Materials Clerk position, able to work with others Inventory control assistance, Coordinating, incoming shipments, Certified forklift driver.

## Skills

Microsoft Office, Healthcare, Administration.

## Work Experience

### Materials Clerk

**ABC Corporation** - March 1999 - March 2001

- Process purchase requisitions and return copies to the originating department.
- Resolve complaints on all purchased goods and services.
- File and maintain confirmations on purchase orders upon receipt.
- Management of inventories of purchased goods.
- Prepare and review past due purchase order report and open purchase order report.
- Enter daily material issues from picklist and daily usage sheets.
- Coordinate all daily outbound UPS shipments, including preparing paperwork and advising the status of any internal customer inquiries.

### Materials Clerk

**Delta Corporation** - 1997 - 1999

- Daily check-in of merchandise Inventory Control Led and supervised students Warehouse control for gameday supplies.
- Responsible for processing, delivering supply orders to various departments, inventory control.
- During this time I also implemented Mercys inventory system into Health Park when it was acquired, oversaw material redistribution when Health Park.
- for this company.
- Handled all the materials and order sheets as they came in.
- Electronically and Manually Received Cardiovascular Medical Devices and Supplies Maintained Daily Inventory of Medical Supplies Cleaned and Inspected.
- Collect and organize Grannys Attic store donations and assist store volunteers with any requested tasks Maintain and clean store and donation.

## Education

Environmental Studies - 2009(Pacific Lutheran University - Tacoma, WA)