

ROBERT SMITH

Sr. Materials Clerk

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

SUMMARY

Experience includes time entry, travel, materials receiving, warehousing, laborer, administrative aide and dispatcher. Able to work efficiently in word, excel, power point and am familiar with access.

CORE COMPETENCIES

Multitasking, Teamwork, Planning, Critical Thinking, Microsoft Office, Editing, Written And Oral Communication.

PROFESSIONAL EXPERIENCE

Sr. Materials Clerk

ABC Corporation - October 2005 – June 2006

Key Deliverables:

- Create and forward new requisitions for buyers in Anchorage.
- Ensure that material test reports and certificates are in accordance with client specifications.
- Print out and file new requisitions and purchase orders on a daily basis.
- Input daily timesheet information for warehouse employees.
- Input and forward daily material reports to the supervisor.
- Track materials orders in transit until confirmed by inspection and documented by a receipt.
- Research ordered materials not received on time or lost in transit and prepare Over, Short or Damaged report to secure ordered materials.

Materials Clerk

Delta Corporation - 2001 – 2005

Key Deliverables:

- Maintaining and supplying material for the production of government equipment.
- Knowledge of warehouse policies and procedures Provide direction to stockroom or warehouse team members View parts inventory through Oracle Pack.
- Filing, computer data entry, inventory, making labels, scanning/copying, and laminating documents Accomplishments Getting projects done faster.
- Fulfill orders generated from SAP Assist in receiving duties such as identifying and labeling inventory Performs cycle counts and audits of inventory .
- Receiving supplies for a facility, supplementing supplies, inventory and cycle counting, ordering non-stock specialty.
- Organized materials in two warehouses Recorded materials and equipment used various jobs Updated and maintained materials.
- Inventory and replenish supplies in POD supply rooms Fill supply requests from internal departments Issue supplies as needed for hospital departments.

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EDUCATION

- Certificate - (Beals Fire Protection Trng Academy)