

ROBERT SMITH

Jr. Materials Clerk

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SUMMARY

Rigorous experience in Materials Clerk and professionalism. While valuing consumers by providing quick and knowledgeable service.

SKILLS

Time Management, Import/Export Of Goods, Purchasing, International Trade, Logistics/Container Configuration.

WORK EXPERIENCE

Jr. Materials Clerk

ABC Corporation - October 2014 – March 2015

- Monitor trucking schedules and perform check-in/check-out procedures for all truck drivers.
- Document and investigate any materials issues communicated by the customer.
- Communicate issues to appropriate personnel.
- Maintain various computerized reports, charts, and graphs.
- Analyze reports, measurements and external benchmarks to identify opportunities for continual improvement.
- Ensure timely receipt of materials to support the production schedule.
- Ensure accuracy of data in the system including location, quantity on hand and value.

Materials Clerk

Delta Corporation - 2009 – 2014

- Receive raw material for FDA approved medical devices and verify contents against pack lists and purchase orders Enter and track material through ERP.
- Data Entry Preparing Dock Totems Ordering Supplies Updating weekly Top 5 Indicators SAP Knowledge.
- Duties included but not limited to, manage inventory (coming & going).
- Prepare kits for the assembly floor.
- Data entry and computer software use.
- Oversaw mailroom Shipping and receiving Data entry Stocked various departments throughout the hospital Courier.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- General Studies - 2001(Brentwood Sr. High - Brentwood, MO)