

# ROBERT SMITH

## Materials Clerk III

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To obtain a Materials Clerk position in a growth oriented organization that offers diverse functional responsibility and the potential for advancement.

## EXPERIENCE

### Materials Clerk III

#### ABC Corporation - DECEMBER 2004 - MAY 2005

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in warehouse.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Exam ine and inspect stock items for defects and dates, reporting any damage to supervisors.

### Materials Clerk

#### Delta Corporation - 2002 - 2004

- Operating stand up forklift taking product to an from assembly lines to staging locations also wrapping pallets.
- Daily data processing Identify and file production files Assist with billing activities Answer phones.
- Order materials for tubing department, review orders from customers, track orders, Keep track of inventory, schedule tubing runs.
- Shipped orders to customers using UPS, FEDX, DHL, and other carriers software.
- Filed EEI to customs for exports using AES PC LINK.
- Segregated ITAR parts by location.
- Adjusting daily workload Print production labels Receive and count stock items, and record data manually or using computer Pack and unpack items.

## EDUCATION

- High School Diploma - (South Jones High School Ellisville - Ellisville, MS)



## SKILLS

Microsoft Office, Bilingual.