

ROBERT SMITH

Materials Clerk I

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Seeking an exciting, fast paced, and goal orientated position that challenges abilities, yet aids in achieving a career path within a forward thinking company.

NOVEMBER 2007 - MARCH 2011

MATERIALS CLERK I - ABC CORPORATION

- Rental, receipt, and distribution of hospital equipment and supplies.
- Replenishment of all hospital department supplies using the par system.
- Assist Hospital Buyer with placing orders to replenish hospital supplies as needed.
- Receive, sort, and distribute hospital mail and parcels daily.
- Sort and file records, invoices, as well as other pertinent information.
- Complete monthly unit inspections to remove expired supplies.
- Completer all other tasks as requested by management.

2004 - 2007

MATERIALS CLERK - DELTA CORPORATION

- Ordered all parts for metro- north long island railroad railcars, shipped received all parts for trains, sent used parts back to vendors, inventory.
- offloaded trailers, sent parts back threw ups, FedEx.
- set up deliveries.
- ran warehouse all functions of materials handler.
- Prepared requests and created shipping labels for all products manufactured Filed and maintained shop orders Entered shop orders with Master.
- Maintain Electronics Lab warehouse Log all materials movements Implement new inventory management software Pull all materials for Electronics.
- Chemical wastewater neutralization.

EDUCATION

PHARMACY TECHNOLOGY - (UEI COLLEGE - San Bernardino, CA)

SKILLS

Microsoft, Supervisor, Aviation, Warehouse.