

ROBERT SMITH

Materials Clerk/Supervisor

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

SUMMARY

Hard-working, entry-level human resource assistant, looking to apply my education and life experience to a job in all areas of human resources. Areas of proficiency include ability to work with all people and work under pressure with a great attitude.

CORE COMPETENCIES

Microsoft Suite, Excel, Written Communication, Office Management, Inventory, Payroll, Quickbooks, Organizational.

PROFESSIONAL EXPERIENCE

Materials Clerk/Supervisor

ABC Corporation - June 2007 – November 2010

Key Deliverables:

- Started as an expediter and organizing and running the new machine shop to support Spectrums needs.
- Expedited parts and finished goods to ensure on-time delivery.
- Performed monthly cycle counting at two facilities to ensure accurate inventory levels.
- Able to be in several positions to ensure timely delivery of customer orders and needs.
- Able to know where any part is at any time during production, QA, and delivery time.
- \${job_description6}
- \${job_description7}

Materials Clerk

Delta Corporation - 2004 – 2007

Key Deliverables:

- Open and close shipping department, maintain the shipping department, instruct and supervise student workers, ship and receive orders utilizing company.
- Picked parts from the warehouse that were needed for the truck; audit all parts before they were loaded on the trucks; loaded the parts.
- Responsible for generating purchase orders, daily correspondence with vendors, receive in merchandise/dispense to corresponding departments.
- Process incoming and outgoing mail.
- Joined Esso as a materials clerk in the documentation section and follow up on all materials invoices and receipt and delivery of materials.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

BACHELOR OF SCIENCE in HUMAN SERVICE MANAGEMENT - (University of Phoenix - Phoenix, AZ)

