

Robert Smith

Materials Clerk/Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Over 5 years of Materials Clerk experience to load/off-load vehicles, transport materials, equipment and supplies using forklifts, trucks, and other manual or motorized material handling equipment.

SKILLS

Microsoft Office,
Quickbooks.

WORK EXPERIENCE

Materials Clerk/Coordinator

ABC Corporation - March 2006 - July 2015

Responsibilities:

- Promoted to Materials Review Board after 2 years.
- Decreased Area of Rejected Material too Responsible Party In a matter of 6 months.
- Reduced inventory from almost \$50,000 to under \$5,000.
- Promoted to Materials Clerk after 2 years.
- Order materials from Interplant Warehouse daily as needed.
- Receive parts in compliance with Order Receipt.
- Performed general functions for the materials departments.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

Materials Clerk

Delta Corporation - 2002 - 2006

Responsibilities:

- Managing and Stocking of all medical supplies, IV fluids. Counting stock of all medical supplies on all units, including disposal of all, expired.
- Performed data entry and monthly stock inventory Researched information pertaining.
- Coding vendor invoices, creating material transfers in systems, auditing, administrative.
- Invoicing - coding vendor invoices Transferring - create material transfers in accounting systems Auditing inventory transfers Admin Duties - filing, .
- hour (full time) Tracked assets through operation of database management system Implemented lean practices to improve asset transaction efficiency .
- Actively managed production, work, and shipment schedules to meet OTD Coordinate and expedite the flow of work and materials between departments.
- Shipping, Receiving Order aircraft parts for Northwest Airlines, ship out materials international, and a licensed forklift operator loading.

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Education

Customer Service Specialist - January 2001(West GA TEchnical College)

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)