

# Robert Smith

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

## Materials Clerk

### SUMMARY

Over four years, worked in a hospital warehouse, responsible for receiving and distribution of medical supplies throughout the hospital and surrounding medical office buildings.

### SKILLS

Microsoft Office, Data Entry.

### WORK EXPERIENCE

#### Materials Clerk

ABC Corporation - April 2011 – October 2015

- Performed daily inventory/replenishment of numerous supply rooms located throughout the hospital.
- Ensured department supply requests were filled and delivered in a timely manner.
- Involved in all aspects of the warehouse, freight restock, product recalls and inventory management.
- Worked as an automotive technician for a family-owned tire/service center and a fleet mechanic for bay county Florida.
- Performed various complex tasks on cars, light trucks, and heavy equipment.
- Used state of the art test and diagnostic equipment.
- Prepared and proofread materials for safety training Tracked material use and expected monthly income Sales/marketing.

#### Materials Clerk

Delta Corporation - 2007 – 2011

- Materials Clerk Handle request for purchases Answer questions and concerns about materials Track.
- Handle all incoming and outgoing paperwork for the material.
- Interact directly with the truck drivers and staff, keep track of part changeovers for departments, as well as directly handling shipments.
- Inputting and overseeing Continental billings, warehouse inventory analysis, bid presentations and food and liquor purchasing forecasts.
- Prepared timely reports using Excel identifying all food items used during the preparation of each airline meal to assure accurate food inventory.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Logistics - (Newburyport High School - Newburyport, MA)