

# Order Administrator

## ROBERT SMITH

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### Objective

Seeking an Order Administrator position that will offer career advancement opportunities while maximizing my expertise and management experience.

### Skills

Administrative Skills, Management Skills, Communication Skills.

### Work Experience

#### Order Administrator

**4imprint** - August 2000 - 2003

- Responsible for meeting & maintained performance objectives/or goals - Participated in training classes and actively seek professional development.
- Responsible for making sure all orders were entered and booked into the system daily.
- Supported the Dealer/Business Partner Distribution channel, as well as the sales team to ensure all orders were accurate.
- Guided in the development of Oracle as an ordering/operations platform from its inception Customer & Data Management Customer Services.
- Performed post-order activities for timely and accurate follow up of order acknowledgments, vendor proofs approvals, vendor confirmations.
- Performed clerical function such as email managing, and customer relation monitoring.
- Inspected outgoing work for compliance with customers specifications.

#### Order Administrator

**Delta Corporation** - 2004 - 2005

- Confirmed inventory and production schedules with vendors.
- Reviewed post-order correspondence and addresses any errors or concerns prior to shipment.
- Ensured all customer expectations are met, including delivery dates.
- Supervised and assessed the performance of a team of 18 plus members.
- Made sure all customs paperwork is completed accurately & sent with the correct shipment.
- Created Reports/spreadsheets (several - all in Excell or Access) for the Traffic Manager & updated periodically as needed.
- Provided administrative and managerial services to management generated clerical reports and updated complex filing system.

### Education

High school education