

ROBERT SMITH

Order Administrator

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

SUMMARY

Highly qualified Order Administrator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself.

CORE COMPETENCIES

Maintenance Skills, Multitasking, MS Word.

PROFESSIONAL EXPERIENCE

Order Administrator

ABC Corporation - August 1994 – October 1999

Key Deliverables:

- Adjusted inventory records to reflect product movement.
- Attempted to sell additional merchandise or services to prospective or current customers by telephone or through visits.
- Checked inventory records to determine the availability of requested merchandise.
- Computed total charges for merchandise or services and shipping charges.
- Conferred with production, sales, shipping, warehouse, or common carrier personnel to expedite or trace shipments.
- Directed specified departments or units to prepare and ship orders to designated locations.
- Informed customers by mail or telephone of order information, such as unit prices, shipping dates, and any anticipated delays.

Order Administrator

Delta Corporation - 2002 – 2009

Key Deliverables:

- Reviewed customers orders and identified problems with payment using SAP.
- Coordinated order entry and shipment for over 2000 customers including 1,600 individual retail stores such as Walgreens, Target, and Sears.
- Solved cross-departmental requirements to meet all customer expectations.
- SAP Super User for Field Sales department requirements for corporate Functional Specification Document as a part of the SAP Development Team.
- Established field sales order entry in the Midwest Territory.
- Achieved position of senior leaders in order management resolution, working simultaneously with multiple internal databases.
- Maintained strict adherence to Oracle R12 and ISO 9000 policies and procedures regarding special accounts and requests Highly effective new hire.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- High School Diploma - (Oshkosh High School - Oshkosh, WI)