

Robert Smith

Order Administrator

PERSONAL STATEMENT

As an Order Administrator, responsible for specializing in the order management process for assigned accounts; working with Builder Channel Partners, Design, Installation including Subcontractors as well as Service Technicians, and Sales.

WORK EXPERIENCE

Order Administrator

ABC Corporation - April 2007 - December 2011

Responsibilities:

- Reviewed orders for missing information and fraud screen.
- Assigned freight carrier for orders shipping on company account making the distinction of ground, LTL, and white-glove deliveries based on a review of products and order.
- Registered white glove orders for pickup online.
- Responsible for the collection of open account orders maintaining contact with customers to ensure timely collection.
- Communicated with clients and customers as an all in one resolution.
- Verified software and hardware entitlement for Channel Partners Processed international customers paperwork, validated all incoming orders.
- Assigned to the Product Development Team to support the introduction of a new bus line.

Order Administrator

Delta Corporation - 2014 - 2015

Responsibilities:

- Conducted Order and Contract Administration Requests including adds, deletes, and changes Performs administrative functions to support the day today.
- Placed orders telephonically; scheduled & prioritized orders.
- Documented incoming calls; interfaced with shipping.
- Submitted and issued credit.
- Worked with the corporate SAP conversion team and assisted with training in methodologies, to support the CSG through the conversion process from DISPATCH-1.
- Maintained high standards/quality bookings, significantly reducing discrepancies.
- Managed inventory for 3 Warehouse facilities Generates order pick ticket.

Education

BS In Administrative

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Excellent
Communication,
Multitasking.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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