

Robert Smith

Order Entry Clerk III

PERSONAL STATEMENT

An enthusiastic ability to learn quickly and well coupled with the ability to get on well with people, in general, ensures that able to overcome any obstacle, but not without compromise.

WORK EXPERIENCE

Order Entry Clerk III

ABC Corporation - December 2004 - February 2011

Responsibilities:

- Perform Open and batch documents prior to entering information into the client system.
- Enter customer information into the system ensuring correct information is entered resulting in the customer receiving their product on time.
- Compare data entered with the mailed-in documents to verify the information is spelled correctly and any information that needs to be added or corrected is done.
- Receive and key in returns from customers that no longer require the product sent to them or sent to them incorrectly by the issuance of refunds by checks and or credits to their cards.
- Proofing and submitting customized Academic Planners checking the placement of Art, ensuring spelling is correct and meets customer specifics.
- Communicating with other members within the company to ensure the correct product is being distributed and printed correctly.
- Assist all associates with their needs and requests as it pertains to major responsibilities always promoting positive responsive customer satisfaction.

Order Entry Clerk

ABC Corporation - 2000 - 2004

Responsibilities:

- Part-time while in college).
- Processed over 2000 orders monthly from various vendors.
- Assisted with special projects.
- Trained fellow co-workers on various orders.
- Processed incoming sales calls in call center.
- Named employee of the month 3 times.
- Named employee of the year.

Education

High School Diploma - (Hancock Central School - Hancock, NY)

CONTACT DETAILS

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

SKILLS

Microsoft Office, Excel,
Powerpoint.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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