

Order Entry Processor

ROBERT SMITH

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Objective

Diligent, detail-oriented Customer Service Representative and Account Manager knowledgeable of all office functions within manufacturing, and telecommunications. Excels at multi-tasking in a fast-paced environment, completing tasks within time and budget constraints. Superior customer service, telephone skills, organizational skills. Very reliable, energetic and team player.

Skills

Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Type 60 WPM.

Work Experience

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ABC Corporation - August 1999 - March 2003

- Worked with companies.
- Took orders from clients.
- Input orders into supply chain software.
- Answered phone and reply to emails.
- Used coding systems.
- Database system to track orders throughout process.
- Inspected parts for quality.

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Delta Corporation - 1998 - 1999

- million office furniture distributor with offices in New York and California.
- Duties include Issued quotes to customers for various vendors, converting quotes to orders, and assisting the project team on large bids Converted .
- Starting Salary \$24,960.00 Annually Ending Salary \$26,000.00 Annually Entered orders for DME equipment for patients Answered incoming telephone calls,.
- To enter title searches from banks and clients To find potential title examiners nationwide To order new title searches To answer the telephone calls .
- Gather data & enter telephone service request into required systems.
- Computes price & any appropriate discounts and then prepare contracts & invoices Schedule & dispatch workers, equipment or service vehicles to .
- Foster trust & cooperation among team members by working together to meet deadlines.

Education

BA In Mass Communication