ROBERT SMITH

Administrative Parts Clerk

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

SUMMARY

Hard working, determined self-starter eager to learn new skills as well as implement those I already possess. I am detail oriented and learn quickly. I am a team player and work well with others, but also work well independently. My goal is to be an asset to my employer.

CORE COMPETENCIES

Retail logistics.

PROFESSIONAL EXPERIENCE

Administrative Parts Clerk

ABC Corporation - November 2014 – May 2015

Key Deliverables:

- Receive and count stock items, and record data manually or using the computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in tool rooms, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, or other labeling equipment.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.

Parts Clerk

ABC Corporation - April 2011 – November 2014

Key Deliverables:

- Determine correct parts required, according to customer requests, or customers descriptions Receive and fill telephone orders for parts.
- Delivered parts as needed.
- Fill customer orders from stock, or place orders through appropriate channels Prepare sales slips, accepted cash, credit, and maintained charge accounts.
- Maintained accurate inventory of stock, performed yearly counts.
- Advise customers on substitution or modification of parts when identical replacements are not available.
- Examined returned parts for defects, and determined correct procedure or reimbursement.

2259 Oak Street, Old Forge, New York, 13420

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- Marked and store parts in a clean, organized manner according to prearranged systems.

EDUCATION

High School Diploma - (MONTROSE HIGH SCHOOL - Montrose, PA)

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