

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Associate Parts Clerk

SUMMARY

Physically fit Laborer effective at completing difficult projects and tasks on schedule. Consistently follows through with all orders and instructions. Works well in a team setting. Very crafty and creative Individual, likes to troubleshoot and problem solve. Loves to learn, there is nothing that can not be done without a little guidance and knowledge.

SKILLS

Computer Skills, Bilingual English, Bilingual Spanish, Plumbing, Electrical, Power Tools, Inventory Management, Data Entry, Purchasing.

WORK EXPERIENCE

Associate Parts Clerk

ABC Corporation - July 2000 - July 2003

- Checks parts catalog for proper part identification; contacts vendors to obtain price bids; prepares parts requisitions; obtains purchase order numbers from Purchasing Department.
- Receives shipments from vendors, checking vendor packing slips/invoices for accuracy and insuring quantities received are as stated; confers with suppliers regarding late deliveries; maintains appropriate records.
- Directly issues parts received to open work orders or places parts in proper location within the parts room.
- Enters receipt and distribution of parts/supplies into computer to update automated inventory records.
- Issues replacement parts to mechanics; assists mechanics in choice of parts.
- Issues parts to open computer work orders as parts are distributed to mechanics.
- Conducts periodic physical inventory to assure proper availability of required stock; replenishes stock as shipments arrive.

Parts Clerk

ABC Corporation - 1999 - 2000

- Receive Inventory of all different shapes and sizes Inventory consisted of any part or accessory found on a Honda or Suzuki motorcycle, atv, or Sea-Doo water craft Units had to be processed immediately Unit processing Open boxes and packing slip, check off all items by matching product numbers.
- The product number were then entered into the inventory data base The data base would the kick out the orders made by customers as appose to orders made for the stock The units would then get shelved accordingly Shipments were made by the end of every.
- Once the units were assigned to the correct box, I would then print out the shipping label and tracking number.
- Would place the shipment summary into the box and double check the list.
- Then I would seal it up and place the shipping label on the carton or crate.
- Would keep double copies, one to ship and one to turn in to my supervisor, and then wait for pick up and move to the next items.
- Service batteries with Acid Pull and replace new and sold units Service units Maintain E-bay accounts Help customers and answer phones Deliveries Load and unload trucks.

EDUCATION

High School Diploma in SODDY - (SODDY DAISY HIGH SCHOOL - Daisy, TN)