ROBERT SMITH

Jr. Production Control Clerk

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SUMMARY

To seek entry level employment within an organization to couple education and experience for advancement and growth potential.

SKILLS

Microsoft Office, Microsoft Word, Excel, Excel, Access, Microsoft Outlook, Microsoft Outlook.

WORK EXPERIENCE

Jr. Production Control Clerk

AAR Aircraft Services - September 2013 – 2014

- Responsible for the following Receive initial aircraft work package from planning.
- Accomplished aircraft induction inventory on incoming package from planning.
- Placed work package on boards using the zone and skill method.
- Reviewed the log book for open item requiring maintenance work.
- Ensured that original log pages or copies are included in work package when aircraft is released.
- Entered all data into work card maintenance in STAAR accurately.
- Performed inventory of work package every Wednesday to a 100% count and scan the report to Vice President of Operations, Director and Sr Manager of Planning.

Production Control Clerk

Delta Corporation - 2010 – 2013

- As a production control clerk I was responsible for providing outstanding customer service to clients, customers (internal and external) and third .
- Had to order products from one of our fellow company to the next to ensure the company had the product to do fulfill our customer demands.
- Communicate with internal and external customers if any requested information is needed.
- Respond to all phone requests/inquiries within designated time window Perform required processing of customer data based inquires, both internal and .
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- Communicate with internal and external customers if any requested information is needed.

SCHOLASTICS

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- Sociology - 2012(Henderson State University - Arkadelphia, AR)

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