

Robert Smith

Video Production Specialist

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SUMMARY

Multifunctional, dependable, self-starter. Maintained SAP R1 MRP master data for both raw materials and finish goods. Performed timely, accurate, inventory transactions for both finish goods and raw materials. Supported Sales/customer service with real time inventory data. Ensure company policies/procedures were kept to ISO standards. Achieved Production Specialist position after Area Supervisor from entry level.

SKILLS

Welding.

WORK EXPERIENCE

Video Production Specialist

ABC Corporation - August 2009 - March 2010

- Responsible to keep pace with the production run speed while using knives and hooks to handle pork as it was being produced into distinguishable cuts.
- Use knives, cleavers, meat saws, bandsaws, or other equipment to perform meat cutting and trimming.
- Inspect meat products for defects, bruises or blemishes and remove them along with any excess fat.
- Produce hamburger meat and meat trimmings.
- Process primal parts into cuts that are ready for retail use.
- Obtain and distribute specified meat or carcass.
- Separate meats and byproducts into specified containers and seal containers.

Production Specialist

ABC Corporation - 2004 - 2009

- Answer incoming calls through a switchboard phone system Provide EDD support using Excel to format legal documents Scan and copy documents PDF bookmarking Quality Control to ensure documents are scanned properly and all errors have been removed Create and load documents using File transfer and file conversion Process client emails by placing them all on CD.
- Once these are processed we check to make sure they are in the order needed.
- Typically by date and time.
- These files are the clients personal folder files.
- The files requested have sensitive information and require immediate attention.
- Provide end-user support to our clients.
- Troubleshoot and assist with all issues concerning documents or files received Create invoices in Peachtree and QuickBooks to bill our clients Data Entry Provide support to our Production Manager by meeting all deadlines with high degree of service Order.

EDUCATION

G.E.D. in EDUCATION CONTINUED - (Washoe High School - Reno, NV)