

ROBERT SMITH

Scale Clerk

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Scale Clerk with 2 years of experience in Receiving paper for all on-site inbound and outbound loads. and also Managing truck schedule and print off daily.

EXPERIENCE

Scale Clerk

ABC Corporation - JUNE 2006 - OCTOBER 2006

- Made sure each greyhound was a certain weight for its weight class and not overweight.
- Had a very larger impact because when things needed to be done was the one to get called upon.
- Certified weigh master for the state of Virginia.
- Responsible for individual customer sales, payroll, and timecards for the entire quarry and worked with sales representatives to determine haul rates.
- Managed subcontractor haulage fleet and coordinated stone deliveries.
- Gained knowledge of quarry operations, equipment, processes, and stone specifications.
- Tracked all products going in/out of the scales, ordered and received products Handled money accurately, prepared, and sent cash sales and other daily.

Scale Clerk

Delta Corporation - 2002 - 2006

- Running scales testing corn and beans samples answering phones sorting tickets.
- Issue purchase orders, reconcile procurement cards, and purchase orders using correct accounting cost centers and accounts, input payroll data, charge.
- Also, make sure each greyhound was put up in the holding kennel for racing.
- Also making sure the paddock area was sparkling clean every day.
- A sales associate selling food and drinks experienced two years.
- Great communication skills.
- Great customers skills and know-how to make them feel welcomed and always right.

EDUCATION

- High School Graduate



SKILLS

Microsoft, Computer Skills, Management.