

ROBERT SMITH

Jr. Scanner

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To obtain a job within chosen field that will challenge and allow to use education, skills and past experiences in a way that is mutually beneficial to employer and allow for future growth and advancement.

EXPERIENCE

Jr. Scanner

ABC Corporation - MARCH 2010 - MARCH 2011

- Checking product if it is what is shown on the bill of lading.
- Check driver and customer paperwork if it is the correct time and counts.
- Generate barcodes for each section of the file. Take weights and item codes with RF Scanner.
- Slip in barcode papers for each corresponding section of the file, and scan it into the desktop.
- Reformat the digital files, and upload them to the online database.
- Scanner Duties include scanning important documents needed for the Finance department.
- Worked with very protective and sensitive information; ensuring that work was done very precise and kept confidential.

Scanner

ABC Corporation - 2008 - 2010

- 1st , 2nd & 3rd shift.
- Scanned inventory.
- Manager Kim gave me my own job to accommodate with my schedule.
- Prepared the store for inventory.
- Gave my 2 week notice.
- Skills Used Organization, reliable to pick up hours.
- Determined to get better..

EDUCATION

- High School Diploma in General Studies - 2002(Banning Highs School)

SKILLS

Trained medical asst, MS-Excel.

