

# Robert Smith

## Associate Storeroom Clerk

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### SUMMARY

To secure a leadership position where problem solving ability and diverse materials production background will add value to operations. Safety, on time delivery, Lean (5S/6S) and quality are very important.

### SKILLS

Windows, Outlook, Product Management.

### WORK EXPERIENCE

#### Associate Storeroom Clerk

ABC Corporation - March 2015 - August 2015

- Worked with parts used in mechanical, electrical and instrument equipment and systems.
- Insured that all activities are performed in a safe manner.
- Communicated and documented discrepancies as required.
- Sorted and delivered site mail Ensured housekeeping standards were maintained.
- Assisted customers in the identification of required equipment or parts.
- Timely completion of all required online training courses.
- Interacted on a daily basis with supervisor and co-workers and assisted Maintenance and Production personnel in locating parts needed for jobs.

#### Storeroom Clerk

ABC Corporation - 2012 - 2015

- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes..
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

B.S. in Business Management - (Wilmington University - New Castle, DE)