

ROBERT SMITH

Vendor Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Vendor Specialist with over 15 years' experience in fast pace office environments. Ability to gather and effectively analyze data for payment and invoice processing. Highly successful leader with proven track record in expense reporting and accounts payable, system conversions, third party vendor relationships, business initiatives and IT related projects.

CORE COMPETENCIES

Customer Service, Punctual Hard Worker, Organized Professional, Attention To Detail, Positive, Can-Do Attitude, Goal Oriented Achiever, Ethical And Integrity Dedicated Performer, Communication, Team Player, Problem Solver, Strong Work Ethic.

PROFESSIONAL EXPERIENCE

Vendor Specialist

ABC Corporation - August 2009 – July 2020

Key Deliverables:

- Promoted before my probationary new-hire period was completed.
- Received multiple recognitions for Outstanding Customer service.
- Acts as a liaison between vendors, buyers, and operations teams Create detailed excel spreadsheets and reports to send vendors and drive timely.
- Responsible for facilitating sales and merchandising the handbag department for Michael Kors within Macys.
- Attended training, trained Macys employees on designer products, merchandising, corporate visits, product representation.
- Prepare vouchers and generate checks for payment to creditors.
- Visually inspected production and warehouse areas for food safety hazards, while observing employees work under their companys documented procedures.

Vendor Specialist

Delta Corporation - 2005 – 2009

Key Deliverables:

- Main responsibilities included issuing checks, running-related reports, and verifying account codes.
- Enter vouchers into the accounts payable system; post all cash disbursements Review purchase orders and match with corresponding invoices for payment.
- File voucher packages in appropriate creditors files.
- American Rag Specialist in the Juniors Department, maintained visual standards, maintained floor, and exceeded selling goals Communicated with the vendor.
- Established and was able to maintain clientele book through Bloomingdales loyalty program.

ROBERT SMITH

Vendor Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Exceeded weekly and monthly personal sales goals by executing proper product knowledge.
- Maintained monthly recap of sale through and stock levels with the vendor.

EDUCATION

- High School Diploma