

ROBERT SMITH

Storekeeper I

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

SUMMARY

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of customer service. To work in a professionally managed, challenging environment, which gives greater opportunities to achieve high standards of performance and encourages new learning.

CORE COMPETENCIES

Microsoft, Purchasing, Customer Service, Training, Construction, Time Management

PROFESSIONAL EXPERIENCE

Storekeeper I

ABC Corporation - November 1997 – September 2004

Key Deliverables:

- Determines the quantities of stock needed to replenish departments supplies.
- Fills requisitions from stock in the storage area.
- Fills work orders, requests for materials, tools, or stock items and distributes to procurement clerks to be processed properly.
- Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station or shipping department.
- Records amounts and when the applicable condition of materials or items received or distributed.
- Kept quarterly counts on all inventory and made adjustments as needed. Helped order uniforms and kept account of uniform allowances. Supervised materials for daily work orders.
- Entered all work orders into the computer for printouts that go to crews for daily work. Kept up with all maintenance on tools, forklifts, and other materials as needed. Worked with the inventory controller on yearly audits by the state.

Storekeeper

ABC Corporation - 1993 – 1997

Key Deliverables:

- Trained in ordering supplies for Boat Maintenance Facility (BMF), completed studies to become an E4 and trained under an SK1.
- Learned other interoffice skills while being trained as a storekeeper.
- Ordered a variety of supplies using bids, and contract guidelines to ensure we were getting the best offer.
- Delivered and checked in supply orders at the warehouse.
- Answered a multiline telephone system and assisted with other basic office duties.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

ROBERT SMITH

Storekeeper I

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

EDUCATION

- Bachelor Of Science - 1992