

ROBERT SMITH

Storekeeper - Full Time

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SUMMARY

Storekeeper with over six years of management experience in meeting organizational goals and objectives. Wide exposure in customer Service, Inventory, Administration and general management. Demonstrated success with initiative and leadership skill, Motivated Self starter & team player

SKILLS

Excellent Organizational Skills, Strong Customer Relations/Services Skills, Telephone Answering

WORK EXPERIENCE

Storekeeper - Full Time

ABC Corporation - March 1995 – October 2000

- Input data into the handheld scanner and input data collected daily from the scanner to IBM PC.
- Monitor recharge systems, billing, and reconciliation of the general department and special purchasing accounts.
- Maintain adequate stock for the dental storeroom utilizing the inventory control program.
- Maintain equipment inventory within the School of Dentistry.
- Track and maintain building key inventory. Managed and maintained fiscal data, along with the internal information files.
- Performed related administrative functions such as inventory, ordering supplies and completing required reports.
- Worked effectively in groups with diverse team members Planned and carried out the purchase of equipment and services, creating maximum productivity for 20 different departments valued at \$651,436.00 Developed, solicited, awarded and monitored \$1.5 million in contracts for monthly maintenance services.

Storekeeper

ABC Corporation - 1994 – 1995

- Received inbound products for restaurants on property
- Properly stacked products using Food Safety Handling protocols
- Sorted products to be distributed to correct locations
- Cross-referenced company invoices with vendor invoices to ensure order was correct
- Delivered products, Food & Alcohol, to restaurants and bars which had purchased
- Rotated stock to ensure old product went out before new
- Transported pallets with a power jack/hand truck.

SCHOLASTICS

- Bachelor Of Science - 1992