***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

**www.website.com**

***SKILLS***

Microsoft Office, Data Entry.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Sample Coordinator***

# PERSONAL STATEMENT

To acquire a long-term position with the potential for advancement where can utilize knowledge and experience.

# WORK EXPERIENCE

## Sample Coordinator

### LYDELL NYC - 2013 – 2019

*Responsibilities:*

* Process all POS, EDIS and Card &amp; Ticketing orders for managed account base.
* Process, maintain &amp; update all UPCS reports through GXS on a bi- weekly basis.
* Label, review, and process all Pre-Production samples received from China before distributing to the Sales team.
* Create and input SKU numbers and descriptions in our internal Data Base.
* Partner with the Head of Production in commutating with overseas to help ensure that all deliveries are on track and card and tickets are received on time.
* Process &amp; maintain all Specs for Account Specific projects. Oversee all Sales, Production &amp; Merchandise interns and direct them to their daily duties.
* Created a new archival system to allow for quick and easy reference of confirmation samples.

## Sample Coordinator

### ABC Corporation - 2009 – 2013

*Responsibilities:*

* Responsible for sample merchandise requested by Sears Buyers.
* Ordered and kept records on all merchandise ordered.
* Communicated strongly with sources and photographs about merchandisers requested.
* Worked closely with Sears Buyers and worked Lotus 123 data entry system.
* I always stayed on tasks by making sure the photographs and sources had everything they needed to do their jobs successfully.
* Skills Used Time management,followed up and communications..
* This is Dummy Description data, Replace with job description relevant to your current role.

**Education**

Liberal Arts - 2002(LaGuardia Community College)