

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 & Ticketing orders for managed account base.
- Process, maintain & 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 communicating with overseas to help ensure that all deliveries are on track and card and tickets are received on time.
- Process & maintain all Specs for Account Specific projects. Oversee all Sales, Production & 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 photographers 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)

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)