ROBERT SMITH

**Sample Coordinator**

Phone: (0123)­456­789 **|** Email: info@website.com **|** Website: Website.com

**SUMMARY**

Looking to excel by bringing ingenuity with hands on experience, executed with an outgoing no fear attitude. Clear communication with the highest regard for detail.

**CORE COMPETENCIES**

MS Office, Excel, Word Supervision ISO 9000, Resolution.

**PROFESSIONAL EXPERIENCE**

# Sample Coordinator

**Superior Uniform Group ­ May 2016 – 2019**

**Key Deliverables:**

* Build, test, and ship all customer sample requests. Bench build non­standard compressors for Engineering.
* Pack and ship Non­production Inventory Transaction requests from Sidney Engineering.
* Maintain and keep an inventory of special/non­standard Engineering parts that are used on pilots.
* Assist Engineers and Engineering techs on special projects.
* Assist the Plant Engineering Change Control person.
* Performed troubleshooting on production and Shipping Warehouse computers and printers.
* Work on assigned selling reports and e­mail to all that it is necessary.

# Sample Coordinator

**ABC Corporation ­ 2013 – 2016**

**Key Deliverables:**

* Sample Procurement Worked closely with wine brokers throughout Napa and San Francisco Bay area; ensured accurate and timely receipt of requested wine samples.
* Consulted winemakers on current grape availability and blend options.
* Created newsletters and marketing materials; announced new varietals and other seasonal news.
* Worked closely with shipping agents to insure prompt delivery of goods.
* Procured and distributed samples from wineries across California.
* Instituted a unique program that rewarded consumers for recycling..
* This is Dummy Description data, Replace with job description relevant to your current role.

**EDUCATION**

* Certificate in in Acquisitions and Contract management ­ 2012(Athens State University ­ Athens, AL)

2259 Oak Street, Old Forge, New York, 13420