

ROBERT SMITH

Sample Coordinator

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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 non-standard compressors for Engineering.
- Pack and ship Non-production Inventory Transaction requests from Sidney Engineering.
- Maintain and keep an inventory of special/non-standard 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 e-mail 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)