ROBERT SMITH

**Sample Coordinator I**

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

**SUMMARY**

Looking to excel to the next level by bringing ingenuity with hands on experience, thriving in a fast paced environment, clear communication and the highest regard for detail.

**CORE COMPETENCIES**

Adobe Creative Suite, MS­Office.

**PROFESSIONAL EXPERIENCE**

# Sample Coordinator I

**ABC Corporation ­ 2011 – 2012**

**Key Deliverables:**

* Provide technical support for computers, office equipment, and lab equipment.
* Operate heavy equipment to accurately weigh and document cargo trucks transporting coal.
* Technical Support Repair and maintain PCs, update software, and service lab equipment including calorimeters, water machines.
* Create and send sample tickets to the main lab, and prepare customs paperwork for distribution on a daily basis.
* Documentation Weigh and document inbound coal trucks, generate reports, and obtain product samples.
* Recognized for self­starter approach and awarded three promotions in a five­year period.
* Run monthly quality checks to ensure lab equipment is calibrated and running correctly.

# Sample Coordinator

**ABC Corporation ­ 2008 – 2011**

**Key Deliverables:**

* Anticipated and prepared required materials for meetings.
* Carried full responsibility over inventory regarding sample rugs.
* Created barcodes (UPC) + conducted tests with scanner + verification process.
* Ensured all rug tags, quality labels, POP­signs contained correct information.
* Adjusted layout of showroom.
* Uploaded images of rugs in customers system.
* Responsible for setting up purchase orders for new programs and the reprint tags as needed..

**EDUCATION**

* Bachelor of Science in Information Technology ­ 2005(Western Governors University ­ Salt Lake City, UT)

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