

# ROBERT SMITH

## Sample Coordinator I

Phone: (0123)-456-789 | 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, MS-Office.

### 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 self-starter approach and awarded three promotions in a five-year 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, POP-signs 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)