ROBERT SMITH

**Sample Coordinator II**

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**SUMMARY**

Seeking a challenging managerial position in sales that will allow to utilize communication and customer service skills.

**SKILLS**

Microsoft Office, Excel, Powerpoint, Quickbooks, Photoshop, Powerpoint, Customer Service, Customer Service, Bookkeeping, Manufacturing.

**WORK EXPERIENCE**

# Sample Coordinator II

Flooring Services ­ December 2015 – 2019

* Summary of Qualifications Highly successful salesperson with nearly nine years of retail operations and management experience.
* Excellent communicator leads, works with and supports diverse individuals at every level.
* A motivated and energetic performer, who works well in a high­pressure sales oriented environment; and handles multiple responsibilities simultaneously.
* Daily operations and execute corporate programs, policies and drive optimal customer satisfaction.
* Collaborate with the store manager to create strategies and maximize profit to increase sales.
* Supervise the sales team and ensure the sales floor is properly staffed.
* Perform quality control on merchandise for pricing accuracy.

# Sample Coordinator

ABC Corporation ­ 2013 – 2015

* Toledo Mudlogging/ Manly, LA Perform repairs on gas analyzer and gas lines.
* Receive samples of different types of salts, dirts, etc.
* Perform computer tasks and send out dry samples of minerals to geologists.
* Awards and Acknowledgments Great work ethics.
* self­motivated.
* Gas analyzing.Willing to further my knowledge and experience through training as needed for my success in this position.
* Firefighting for the United States.

**SCHOLASTICS**

* ­ January 2009(Central Methodist University ­ Fayette, MO)