

# 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 high-pressure 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, dirt, etc.
- Perform computer tasks and send out dry samples of minerals to geologists.
- Awards and Acknowledgments Great work ethics.
- self-motivated.
- 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)