ROBERT SMITH

# Jr. Sample Coordinator

### info@website.com | LinkedIn Profile | Website.com

Strengths lie within PR and Marketing with an emphasis in social media. Love for fashion shines through in all aspects of professional and everyday life.

# EXPERIENCE

## Jr. Sample Coordinator

### ABC Corporation - JUNE 2014 – JULY 2014

* Ensure proper receipt of all incoming packages in accordance with established Sample Management and Storage procedures.
* Accurate and timely processing of all samples in accordance with applicable Sample Management Procedures.
* Ensure appropriate distribution of samples, supplies, packages and accompanying the information.
* Coordinate follow-up on missing packages with outside courier services as needed.
* Participate in meetings and on teams, as needed. Skills Used Strong organizational and time management skills.
* Strong communication is written in verbal and interpersonal skills.
* Ability to prioritize individual workload to meet deadlines.

## Sample Coordinator

### ABC Corporation - 2012 – 2014

* 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.
* 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.

# EDUCATION

* B.S in Fashion Marketing & Management - 2011(The Art Institute of California - San Francisco, CA)

# SKILLS

Photoshop, In design, Illustrator, Advertising.

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