

ROBERT SMITH

Jr. Sample Coordinator

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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, 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.

EDUCATION

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

SKILLS

Photoshop, In design, Illustrator, Advertising.