***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

[**www.website.com**](http://www.website.com)

***SKILLS***

Warehouse Management, MS-Excel.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Sample Coordinator/Analyst***

# PERSONAL STATEMENT

Seeking employment with an established company and start a good career. Goal is to dedicate work ethics and service to employer. Complete assigned work and demonstrate value as a company asset.

# WORK EXPERIENCE

## Sample Coordinator/Analyst

### ABC Corporation - June 2014 – July 2014

*Responsibilities:*

* Receive samples of different types of salts, dirt, etc. Awards and Acknowledgments Great work ethics.
* Perform computer tasks and send out dry samples of minerals to geologists.
* Gas analyzing.Willing to further knowledge and experience through training as needed for success in this position.
* Performed any combination of sample management tasks, including labeling, transferring, tracking, inventory, archival, and disposal of samples.
* Reviewed sample paperwork against samples received to ensure accuracy Handled internal customer inquiries and requests.
* Labeled merchandise for photoshoots. Kept inventory for merchandise coming in and returning to vendors.
* Worked in teams to distribute unworked and worked materials.

## Sample Coordinator

### ABC Corporation - 2013 – 2014

*Responsibilities:*

* Build, test, and ship all customer sample requests.
* Pack and ship Non-production Inventory Transaction requests from Sidney Engineering.
* Bench build non-standard compressors for Engineering.
* Maintain and keep inventory of special/non-standard Engineering parts that are used on pilots.
* Assist Engineers and Engineering techs on special projects.
* Assist the Plant Engineering Change Control person.
* Performed troubleshooting on production and Shipping Warehouse computers and printers..

# Education