

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

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@website.com
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)