ROBERT SMITH

**Sample Coordinator/Technician**

**info@website.com | https://Website.com**

Experienced Administrative Assistant with Microsoft Office Suite, record keeping, scheduling, inventory and customer- service skills. Team- oriented and self- motivated, with analytical, problem- solving and time management skills.

**2008 – 2009**

## SAMPLE COORDINATOR/TECHNICIAN - ABC CORPORATION

* Discussed color changes and paper requirements with dealers, approved and filed samples.
* Process and handle all incoming and outgoing mail and samples ensuring proper routing and labeling.
* Maintain logs for incoming mail from dealer, mail delivery to customers, and all packages.
* Handle all special request mail responsibilities, such as UPS, Federal Express, and courier service.
* Research and follow-up with dealers regarding tracking mail (sample) or packages, operator UPS, USPS, FedEx machines.
* Provide solutions to problems associated with special requirements such as bulk mail and other special types of mailings.
* Facilitated organized record retrieval and access by maintaining filing system.

**2006 – 2008**

## SAMPLE COORDINATOR - ABC CORPORATION

* Oversaw the acquisition, tracking and management of all samples to the photo studio at corporate headquarters.
* Prioritized upwards of one thousand samples per season, in support of katespade.com and jackspade.com photo shoot schedule.
* Worked with buyers, art directors, producers, stylist, and studio personnel to ensure accurate and on-time delivery of images.
* Assisted in image archiving and retrieval.
* Maintained product and supply closet organized and well stocked.
* Light copywriting of product specs for website.
* Trained and supervised interns..

# EDUCATION

High School Diploma in Workshop - (Edgecombe Community College - Tarboro, NC)

# SKILLS

Microsoft Office, Data Entry.

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