

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)

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SKILLS

Microsoft Office, Data Entry.