**SUMMARY**

A dedicated employee currently looking for a stable full time job position. Very strong leadership skills. Able to prioritize, delegate tasks, and make sound decisions quickly while maintaining a focus on the bottom line.

**CORE COMPETENCIES**

Time Management, Organization Skills, Research Abilities.

**PROFESSIONAL EXPERIENCE**

# Sample Coordinator II

## ABC Corporation ­ January 2015 – January 2016

**Key Deliverables:**

* Respond to various emails regarding a request for products in a timely matter. Utilize inventory/warehouse management computer systems.
* Coordinate FedEx/UPS packaging, shipping cost, documentation, and preparation for shipment.
* Coordinate all Rep Show products, display, and literature requirements.
* Manage the sample product inventory, including active or discontinued, and current status.
* Impact on the company and received lots of positive feedback from coworkers and bosses.
* Complimented all the time on the ability to get a job done efficiently.
* Worked in teams to distribute unworked and worked materials.

# Sample Coordinator

## ABC Corporation ­ 2010 – 2015

**Key Deliverables:**

* Maintained and organized Mens and Womens visual studio apparel and non­ apparel stockrooms.
* Prepared apparel and non­apparel samples to be placed in concept through system of organized racks.
* Assisted with in concept visual set­up; Steam, style and fold apparel on set.
* Communicated with Merchandise Assistants to ensure that seasonal samples are in studio in a timely manner.
* Facilitated sample management between various brand partners such as Online, Product Knowledge and Marketing.
* Supported Creative and Styling teams through extensive knowledge of in season product..
* This is Dummy Description data, Replace with job description relevant to your current role.

**EDUCATION**

High school diploma ­ (Marque Learning Center)