

ROBERT SMITH

Sample Coordinator II

Phone: (0123)-456-789 | Email: info@website.com | Website: Website.com

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 non-apparel samples to be placed in concept through system of organized racks.
- Assisted with in concept visual set-up; 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.

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EDUCATION

High school diploma - (Marque Learning Center)

