**Lead Sample Coordinator**

ROBERT SMITH

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Alabama.

# Objective

Strive to meet the needs of all customers, managers, coworkers, and clients. Built lasting relationships and provided outstanding customer service in many different work environments.

# Skills

Microsoft Office, Customer Service.

# Work Experience

## Lead Sample Coordinator

**Superior Uniform Group** ­ May 2016 – 2019

* Coordinate all sample making efforts in house and in El Salvador sample rooms.
* Gather fabrics, findings, and supplies as needed. Package, ship, distribute and receive samples and materials daily.
* Create purchase requisitions for any material or office supplies to be ordered.
* Work with multiple departments throughout the sample process.
* Complete monthly progress reports outlining the percentage of on-time completed samples.
* File paperwork accurately to maintain records of patterns and sample requests.
* Check all e-mails, answer and fill any sample immediate sample request.

## Sample Coordinator

**ABC Corporation** ­ 2012 – 2016

* 10 Taft Rd Totowa, N.J.
* 07512 Shipping/ Receiving - 11 years Prepared and packed orders for shipment per relevant rules and regulations for Hazardous and Non-hazardous substances.
* Prepared Customs Documentation for various nations.
* Loaded pallets for shipping by domestic or international surface and air carriers Sample Coordinator - 10 years Transfer materials, supplies, or products between work areas, using moving equipment or hand tools Examine materials, ingredients, or products visually or with hands to ensure conformance to established standards.
* Recorded operational or production data on specified forms Supervisory Duties - 5 years Supervising up to 5 employees Assigned tasks and duties according to need and capability Made sure tasks were completed and assisted in completion Certifications.
* Additional Experience Batchmaster ERP, Mas 90, Mas 200 - 10 yrs, MS Word, MS Excel..
* This is Dummy Description data, Replace with job description relevant to your current role.

# Education

Bachelor of Fine Arts in Fashion Design and Marketing - (International Academy of Design & Technology - Tampa, FL)