

Lead Sample Coordinator

ROBERT SMITH

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Address: 1737 Marshville Road,
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)