

# ROBERT SMITH

## Bench Jeweler/Representative

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Organized, creative and self-motivated. Looking to obtain a position that will utilize skills, abilities and experiences to contribute to the company's success. Little formal education is required and certification in the field represents an advantage.

## EXPERIENCE

### Bench Jeweler/Representative

#### ABC Corporation - FEBRUARY 2008 - NOVEMBER 2014

- Created gold and sterling silver jewelry that conforms to the business owners and customers design aesthetics and quality standards.
- Set precious and semi-precious stones into custom bezel settings.
- Interacted with customers in a professional, service-oriented manner both in person and on the phone.
- Ordered inventory, materials, and services from vendors.
- Created appealing displays of the merchandise.
- Maintained cleanliness in the gallery and workshop spaces.
- Created and update the employees work calendar.

### Bench Jeweler

#### Delta Corporation - 2005 - 2008

- Repairs, setting etc.
- Experience with prioritization and meeting deadlines, quality control and being very attentive to detail, utilizing innovation and creativity, and .
- Polishes and cleans repaired jewelry.
- Responsible for clerical duties such as receiving and shipping high-dollar merchandise on a daily basis.
- Current apprenticeship also involves performing simple ring sizing and necklace/other jewelry repairs.
- Chico CA (530)891-0880 I am responsible for repairing customers jewelry on schedule and efficiently and to communicate clearly to staff and .
- Manage my time effectively to reach those goals in a profitable manner.

## EDUCATION

- Bachelor's in Art Education - 2001(Mansfield University - Mansfield, PA)

## SKILLS

Bench Jewelry, Technical Skills.