

ROBERT SMITH

Associate Bench Jeweler

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SUMMARY

Hard working visionary that strives to exceed expectations. Scheduled multiple discovery sales meetings monthly, setting face-to-face consultative meetings with prospective customers at personal locations and places of business.

CORE COMPETENCIES

Organization, Auto cad, Microsoft Word, Customer Service.

PROFESSIONAL EXPERIENCE

Associate Bench Jeweler

Signet Jewelers - September 2011 – 2020

Key Deliverables:

- Repaired and maintained jewelry that was given, clear out job box on a daily basis.
- Helped keep it with the right job ticket, polish up jewelry, and added plating to jewelry as needed.
- Completed the Diamontology course in a timely manner.
- Attended available training course that was provided by the company.
- Learned how to work well in a team-oriented environment while under pressure.
- Worked and help keep the Design and Service Center in high standings within the company.
- Tracked of merchandise that came into work area and make sure it was completed before sending back out.

Bench Jeweler

Delta Corporation - 2010 – 2011

Key Deliverables:

- Field jeweler travelling with a salesman, doing one day design shows.
- Bench jeweler doing jewelry designs and repairs.
- Owned a Jewelry repair shop, my clients being the chain stores around town as well as the privately owned.
- May 2012 - December 2014) I applied for a jeweler position and was hired on with no experience.
- Within a year i knew how to repair and polish any of the Tiffanys Inc standard jewelry ranging from tiny pendants to large necklaces.
- Was very skilled with a gas torch and a hand drill.
- Repairs, custom work, customer service.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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Diploma - (American Jewelers Institute - Portland, OR)

