

Business Associate/Supervisor

ROBERT SMITH

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Alabama.

Objective

Highly motivated team player with a mature, positive attitude and passion to meet the challenges and opportunities of a business seeks challenging and dynamic environment within the financial services industry.

Skills

Excellent written and verbal communication Proficiency.

Work Experience

Business Associate/Supervisor

American Legacy Fishing And Outdoors - May 2014 - 2019

- Sort, retrieve, pack and ship merchandise orders that were received through the company website or over the phone.
- Answer phones and assist customers wishing to place an order or gather information on merchandise.
- Receive incoming shipments of merchandise and ensure that the quantity and quality of the merchandise is accurate.
- Properly price and stock merchandise on the showroom floor.
- Accurately place shipping labels on packages and sort packages by shipping carrier.
- Maintain a quality appearance of the store (restocking, cleaning, trash removal and product placement).
- Communicate effectively with fellow employees regarding customers, merchandise, shipping/receiving or any miscellaneous issues.

Business Associate

ABC Corporation - 2011 - 2014

- Assembly Building interface connecting products for commercial, military, aerospace, and multiple other applications.
- IT Aided in upgrading the entire company ERP (Electronic Resource Planning) System.
- Stock Room Regularly aided in keeping stock room inventory up to date and picking orders.
- Shipping and Delivery Wiring and Custom Wiring Aided in the process of helping complete wiring projects.
- Machine Shop Aided with work on lathes, mills, saws, and had limited experience with CNC machines.
- Office Aided in filing purchase orders, accounts payable, and timecards.
- Activities Club Soccer Architectural Society.

Education

Bachelor's in Sports Management - 2003(University of Evansville - Evansville, IN)