

# Robert Smith

## *Asst. Bench Jeweler*

### PERSONAL STATEMENT

Hard working visionary that strives to exceed expectations. Consulted clients during sales and design process concerning custom piece specifications, gem & stone selections, precious metal selection, and financing options.

### WORK EXPERIENCE

#### *Asst. Bench Jeweler*

**ABC Corporation - September 2011 - November 2016**

##### *Responsibilities:*

- Inspected and assessed products in need of warranty work.
- Trained new and developing employees.
- Responsible for monthly shop inventory.
- Over-saw budget and production report weekly.
- Regularly closed store and preformed nightly deposits.
- Completed Repair Shop Management Training.
- Inspected merchandise making discriminating judgments against standards and specifications.

#### *Bench Jeweler*

**Delta Corporation - 2007 - 2011**

##### *Responsibilities:*

- Repairs, Stone setting, wax carving, casting.
- Repairs, custom work, casting, customer service.
- Repairs.
- Skills Used proficient in metalsmithing (primarily gold, platinum, palladium and silver) Diamond Setting and colored stones ( laser welding ,Channel, .
- Pave, Eye, Bezel, Tention, and Bright Cut,etc Baguette Prong, burnished Perform repair to the damaged jewelry up to the level required polishing, .
- Skills Used Proficient in metalsmith(primarily gold, platinum and silver) Diamond Setting ,laser welding (Channel, Bead Set.
- Pave, Eye, Bezel, Tention, and Bright Cut,Baguette Prong, burnished Diamond Setting (Channel, Bead Set.

### Education

Diploma - (American Jewelers Institute - Portland, OR)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Organization, Autocad,  
Microsoft Word,  
Customer Service.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)