

Robert Smith

Returns Manager

PERSONAL STATEMENT

Objective is to provide my professional skills and obtain full time employment in a company that offers a competitive compensation package, and recognizes exceptional employees with the opportunity for advancement.

WORK EXPERIENCE

Returns Manager

ABC Corporation - November 2002 - May 2004

Responsibilities:

- Scheduled appointments over the phone or with walk-in customers.
- Maintained team members production and accuracy records, labor hours and carryover reports for assigned area.
- Assured that all equipment in the assigned functional area is well maintained.
- Used Meticulousness for detail and tenacity of communicating the companies desires just to the edge of belligerence in order to recoup monies.
- Interpreted price tag and UPC information.
- Responded appropriately to basic customer and employee inquiries.
- Interpreted price tag and UPC information.

Returns Manager

Delta Corporation - 2001 - 2002

Responsibilities:

- Shipping and receiving, furniture delivery and pick up, promoted to Customer Service handling all returned furniture, scheduled appointments with .
- Travel to customer homes and businesses to inspect and discuss furniture requiring repair.
- Increased productivity and accuracy through employee involvement. Cost improvements through process development Improved intra-departmental .
- Instructed weekly classes on Computer usage, Software and internet training Was return manger saved 60,000 in profits in one year Helped.
- Returns department, Day-to-day MS Excel database entry and maintenance, basic IT troubleshooting.
- Warehouse crew, picking, packing and shipping out orders, also receiving returned merchandise and checking it properly and receiving back to stock.
- Computer entry for returns, making return orders also emailing customers with product problems, emailing MFG for return authorization for defective.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7890
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Inventory Control,
Bookkeeping, Payroll
Management, Quality
Control

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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Name)
Reference - 2 (Company
Name)

Resume Template Review Returns

Yicheng Fang



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