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# Robert Smith

## Lead Auditor II

### PERSONAL STATEMENT

Customer-focused, highly organized self-starter with effective customer-service skills and demonstrated ability to manage customer solutions. Resourceful, creative problem-solver with proven aptitude to analyze and translate complex customer requirements and business problems. Motivated achiever who exceeds goals.

### WORK EXPERIENCE

#### Lead Auditor II ABC Corporation - 1990 - 1992

##### Responsibilities:

- Audited physical inventory as needed per client requirements.
- Adjusted counts on handheld to maintain accurate system inventory levels.
- Did troubleshooting of inventory inaccuracies.
- Educated and communicated with other departments concerning inventory problems.
- Developed improvement processes to eliminate inventory errors.
- Audited item signs for correct information such as description, price and rebate information.
- Escalated calls with carriers about payments or balance dues when they were made and by whom.

#### Lead Auditor ABC Corporation - 1989 - 1990

##### Responsibilities:

- Reviewed Batch Production Records before product release.
- Compiled Complaint of Materials forms.
- Created and corrected First Article forms and documented products with photography.
- Utilized software such as Excel, Microsoft Word, Boxnet and Digital Specs.
- Complete Case Weights and Measures documentation, then forwarded to corporate office.
- Supervised production lines and assessed products to ensure product quality was to specifications.
- Trained new employees..

### Education

### CONTACT DETAILS

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

### SKILLS

Excel, Microsoft Word.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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

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