
Gemstone Grader Resume

Job Objective

Career-minded Gemstone Grader in search of position with company where my skills and abilities can be used to their fullest potential.

Highlights of Qualifications:

- Substantial experience of gemstone pick up, grading, and provision activities
 - Operational knowledge of microscope, computer, and Microsoft Office software
 - Commendable knowledge of gemstone color coding and sorting procedures
 - Familiarity with creating billing invoices and keeping work records
 - Ability to develop and maintain sufficient stock of correct gemstones
 - Ability to identify and report picking errors and QC rejected items, properly
-

Professional Experience:

Gemstone Grader
Tiffany & Co., Arlington, TN
August 2012 – Present

Responsibilities:

- Selected, graded, and delivered correct gemstones to fulfill production orders.
 - Sorted, color-coded, matched, and issued various gemstones, in an efficient manner.
 - Prepared and issued work orders for gemstone re-cutting and re-polishing.
 - Monitored and maintained the inventory-level of all needed gemstones and work supplies.
 - Prepared and maintained accurate records related to gemstones and work activities.
 - Created and delivered gemstone-related billing invoices to appropriate vendors.
 - Handled and responded to all QC rejections, in a professional and efficient manner.
 - Detected and reported all wrong selections and grading errors, in a timely manner.
 - Documented and communicated gemstone inventory and work performance related issues to supervisor.
 - Built and maintained effective working relationships with supervisor and coworkers.
-

Education:

Bachelor's Degree in Materials Science
Kodiak College, Kodiak, AK

[Build your Resume Now](#)