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## Gemstone Grader Resume

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### Job Objective

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

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### 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
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### Professional Experience:

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

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### 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.
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### Education:

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

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