
Order Administrator Resume

Job Objective

To form a lasting relationship with a well established organization by using my education and past experiences as an Order Administrator.

Highlights of Qualifications:

- Remarkable experience in order processing
 - Huge knowledge of account management and sales support
 - Amazing ability to formulate ad hoc reports
 - Outstanding ability to produce high-quality results
 - Excellent problem solving, decision-making and analytical skills
 - Superior time management and organizational skills
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Professional Experience:

Order Administrator
GDKN Corporation, Lexington, KY
November 2007 – Present

- Assessed customer purchase orders.
- Formulated customer purchase orders, quotations and change orders.
- Executed Credit Card transactions and line Literature Requests.
- Reviewed daily open order reports.
- Coordinated with manufacturing and credit department.

Order Administrator
Superior Technical Resources, Lexington, KY
December 2003 – October 2007

- Managed routine reporting functions.
 - Coordinated with internal customers.
 - Handled internal and external customer needs.
 - Executed daily tasks and developed improvisation activities.
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Education:

Bachelor's Degree in Business Management
Bridgewater State College, Bridgewater, MA

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