
Toolroom Clerk Resume

Job Objective

To obtain a Tool room Clerk position that fully utilizes my experience and abilities.

Work Experience:

Tool room Clerk
Philip Corporation, Portland, OR
May 2004 – Present

- Ensured daily receipt of tools and managed to stock received tools.
- Performed minor repairs and servicing of frontier owned tooling.
- Acted to Receive and stock tools.
- Ensured tool calibration is current.
- Managed to repair and service all tooling.

Tool room Clerk
Camel Corp, Portland, OR
March 2002– April 2004

- Received, inspected and confirmed the quality of ordered supplies.
 - Ensured to compare items with fright bills at loading dock.
 - Purchased order specifications from damage.
 - Maintained accurate records and files.
 - Prepared written reports and forms related to damaged materials.
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Summary of Qualifications:

- Knowledge of general principles and practices of storing
 - Familiarity with tool room materials, tools, equipment and supplies
 - Ability to communicate effectively, orally and in writing
 - Admissible knowledge of tools and equipment
 - Ability to repair, maintain, adjust, and service tools and equipment
 - Ability to identify basic electrical and mechanical parts
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Education:

Associate Degree in Applied Science
Wayne County Community College, Detroit, MI

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