

# Roseann Bolender

## Property management/Bolender Painting - Self employed

Lima, OH

rosebolender@yahoo.com - 567-825-2959

To obtain full time employment that utilizes my knowledge and experience.  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Property management/Bolender Painting**

Self employed - Lima, OH - April 2011 to Present

#### **STNA**

Shawnee Manor - Lima, OH - June 2009 to March 2011

45805

419-999-2055

STNA

#### **Cashier**

Fisca Oil Co - Lima, OH - July 2008 to March 2009

#### **Store Manager**

Growing Experience - Pompano Beach, FL - January 2003 to July 2003

I did all merchandise setups, and set up Lima's system for inventory control. I also set up the computer system to coordinate with the main store in Pompano.

#### **Production Control Clerk**

Marathon Electric - Lima, OH - July 1998 to January 2003

45801

Plant closed-corporate is in Wausau, WI 715-675-3359

Production Control/Purchasing

I had direct involvement with customer replacement parts. Entered work orders for parts needed for repairing units, followed the production of parts and coordinated with corporate on shipping, parts supply, and lead time. I was in charge of having parts packed and shipped. Ran various reports and reported directly to the Materials Manager.

1. Was responsible for scheduling production for interplant transfers of production parts.
2. Served on The Employee of the Month Committee and Cost Reduction Group, which consisted of communicating with various plants within the company regarding production and non-production cost of same material from various suppliers.
3. Was responsible for inventory on some non-production items.
4. Maintained purchase orders of non-production items and interplant transfers.

#### **Production Control Clerk**

American Trim - Lima, OH - July 1997 to June 1998

1. Entered daily production, tracked inventory movements from warehouse to the floor, WIP, and Finished Goods.
2. Managed inventory of raw material and finished goods.

3. Handled customer Purchase Orders for parts needed for production and coordinated shipments.

**Order Entry Clerk**

Fruit Distributors - Lima, OH - April 1992 to May 1996

45801

Out of business

Order Entry

I entered customer orders, credits and generated nightly billing and driver's routes.

**EDUCATION**

Apollo Career Center - Lima, OH

April 2009 to May 2009

**Business Management**

Campus Drive - Lima, OH

1984 to 1985

**Associate in Computer Programming Technology**

Campus Drive - Lima, OH

1980 to 1982