

Tina Meyers

Assist department - DSC Window Fashions

Federal Heights, CO

tralaska356@gmail.com - (720)365-4685

WORK EXPERIENCE

Assist department

DSC Window Fashions - 2011 to Present

Production: 2011 - Current

Scope of duties included cutting and measurement of physical materials, assemblage of window coverings, inspection of final products, supply ordering, maintaining and meeting deadlines, inventory, and consistently communicating with members of other departments .Assist department lead as necessary.

Production

DSC Window Fashions - Arvada, CO - 1993 to Present

DSC Window Fashions is a company specializing in the production and innovation of custom window coverings, as well as a national distributor for Graber Blinds.

Marketing Assistant

DSC Window Fashions - 2000 to 2010

Primary responsibilities included are data entry, database management, client/vendor communication, client and market research, maintaining inter-department communication, inventory, launching new products to sales reps, management of private label marketing materials for various accounts, fulfillment of sample deliverables to potential clients, assisting in the organization of national training seminars, and creating various marketing packages including brochures, invitations, and newsletters.

Certified Nursing Assistant

Bear Creek Nursing and Rehabilitation Center - 1992 to 1992

to 1992

Accountable for essential care of elderly patients, including bathing, feeding, providing bedside care, ambulation, aiding in oral hygiene, positioning, taking vital signs, and overseeing the care of terminally ill patients.

EDUCATION

industrial

Arvada West High School

1982