REBECCA VAN ALLEN

SKILLS/KNOWLEDGE

Apple (OS X, iPhone, iPad, iCloud, Apps and Programs); Windows (Windows 98 – Windows 7)
Microsoft (Publisher, Outlook); Microsoft Office 2010 (Word, PowerPoint, Excel, Access)
Adobe Design Premium CS5 (Photoshop, InDesign, Illustrator, Dreamweaver, Acrobat)
Social media platforms (Facebook, Twitter, LinkedIn, Google+, Blogger, YouTube); CRM system (MyBuyingBuddy.com)
Experience working in a company AS9100-certified, ISO 13485-certified, and ISO/TS 16949-certified

EXPERIENCE

2014 – Present Advanced Forming Technology Longmont, CO
Operator D

- Assists Secondary Lead and CNC Lead with Statistical Process Control inspections
- Operator experience in metal injection molding, CNC machining, an secondary processes
- Competencies in Federal Firearm Licensing cell's secondary procedures, destaging, and engraving
- Achieved Operator D ranking through proficiency demonstration, currently working toward attaining Operator C level

2012 – 2013 General Nutrition Center, Inc. Broomfield, CO
Retail Sales Manager

- Provided thorough customer service utilizing market and product knowledge gained from extensive training
- Retail store operations included opening and closing, bank deposits, processing transactions using a POS register system, cleaning and organizing, merchandising, and replenishment
- Managerial functions involved hiring, team training and development, performance management, implementing incentive structures, problem solving, loss prevention, ensuring compliance with store and corporate policies, promoting safety, applying corrective and disciplinary actions, scheduling, payroll, and using complex sales techniques
- Consistently placed in the top 2.5% of division employees based upon 7 key individual sales performance indicators

2010 – 2011 K-State Salina Marketing Department Salina, KS
Student Assistant

- Prepared and distributed marketing materials and press releases; Beyond Alumni Magazine contributing writer
- Researched and compiled information to create faculty profiles for university website
- Aided with event coordination and promotional activities
- Clerical duties included filing records, photocopying, mailing, answering calls and emails, and clipping newspapers

2008 – 2010 Van Allen Farms Phillipsburg, KS
Farm Help

- Cared for cattle by feeding, watering, vaccinating, processing, cleaning shelters, and transporting
- Maintained farm equipment, buildings, and land by mowing, cleaning, and completing simple repairs
- Assisted during crop harvests by operating heavy equipment and machinery

EDUCATION

Kansas State University, Manhattan, KS
B.S. in Business Administration with an emphasis in General Business (Summa Cum Laude), May 2013, 3.98 GPA
Phillipsburg High School, Phillipsburg, KS
Graduated with honors, Class Rank 4 of 43, May 2008, 3.84 GPA

COMMUNITY SERVICE

Participated in Weld County Relay for Life, June 2011
Volunteered for Extreme Makeover: Home Edition, Wichita, KS, February 2011
Cleaned for Salina Animal Shelter, October 30, 2010
Cooked for Manhattan Emergency Center, 2010

ACCOMPLISHMENTS, AWARDS, & HONORS

Kappa Sigma Alpha Sorority; Legacy & Relay for Life Committees, Rules of Conduct Committee Chair, 2011
Pinnacle Honor Society, 2011 – Present
Beta Gamma Sigma International Honor Society, 2011 – Present
The Honor Society of Phi Kappa Phi, 2010 – Present
National Society of Collegiate Scholars, 2009 – Present
Dean's List/Semester Honors, Kansas State University, 2009 – 2013

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