

Patricia Conklin

Oxford, NY

tricialc68@yahoo.com - (513) 714-2020

Authorized to work in the US for any employer

WORK EXPERIENCE

Operations Manager/ Co-Founder

Lost Treasures LLC - Fairfield, OH - 2010 to Present

Handle marketing, networking, web design, quality assurance, advertisement, sales, public relations, shipping, inventory control, consumer affairs, financial budgeting, and customer service
Can you expand on this experience a little more?

Sorter/Package Handler

Amazon - Hebron, KY - 2013 to 2014

Seasonal Position of 1200 hours contracted-peak season

- Handled quality control, inventory scanning using RF scanner, wrist scanner, pallet building, and container control, water spider, inbound & outbound, flat sort. KIVA system, picking, stowing, packing, and sorting

Path Specialist

Transitional Living Inc - Hamilton, OH - 2010 to 2013

Handled consumer relations, community networking, outreach and engagement

- Supervised two employees; handled outreach with local police departments and municipal courts
- Worked with the severely mentally ill and chemical dependant

Sales Associate/Customer Service

Waffle House Inc - Kissimmee, FL - 2007 to 2010

Trained and supervised employees, generated sales, marketed food items, resolved customer complaints, and performed cash handling duties

Operations Manager

Home Management Tech - Kissimmee, FL - 1987 to June 2007

Mediated issues and complaints, supervised staff, handled budgeting and audits, scheduled appointments, communicated with clients, and enforced management solutions

EDUCATION

PhD in Psychology

University of Phoenix Online - Tempe, AZ