

# Blake Allen

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## Objective

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A position that will utilize my skills in office, retail, warehouse, shipping/ receiving, or automotive repair management.

## Work Experience

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### Lowes, Wichita Falls, Tx. Customer service team (July 2013 - December 2013)

- Assist customers with proper product and applications.
- Provide proper safety rules when moving oversized stock.
- .Assist loss prevention dept. to prevent shrinkage.

### A to Z Tire, Wichita Falls, Tx. Operations manager (November 2012 - June 2013)

- Provided accounts payable, accounts receivable, payroll, billing, collections, government pricing, and billing, and national account billing.
- Provide on site support for sales, and service.
- Receive, organize, and inventory product in warehouse.

### ASCO Equipment, Wichita Falls, Tx. Service/ Parts coordinator. (April 2011 - November 2012)

- Set stocking levels, order and stock product for customers and rental fleet.
- Shipping, and receiving in continental U.S, and onternational
- Generate service estimates for customers, and rental department.
- Produce daily accounts payable, accounts receivable, payroll, collections, and billing

### Wingfoot Truck Care, Robinson, Tx. , Jackson, Ms., Russellville Ar., Tuscaloosa Al., Manager trainee (April 2010 - December 2010)

- Produce daily accounts payable, accounts receivable, payroll, billing.
- Order, receive, and inventory product for facility.
- Generate repair estimates for independent, government, and large fleet accounts.

### T&W Tire, Wichita Falls, Tx. , Assistant manager (June 2002 - July 2009)

- Supervised five departments at two locations to ensure efficient business processes, and top quality customer service.
- Administered to both centers in inventory, setting stock levels, pricing, and revamp warehouse procedures to prevent shrinkage.
- Produce daily accounts payable, accounts receivable, payroll, billing, government sales, and collections.

### Goodyear Auto Service, Lawton, Ok., Wichita Falls Tx., Assistant manager (August 1991 - May 2002)

- Provide daily accounts payable, accounts receivable, payroll, billing, government sales, and collections.
- Advise customers on product and service needs.
- Set stocking levels to utilize available warehouse space.
- Order, receive, and inventory warehouse product.

## References

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