

Cassidy Venn

Whole Sale Representative - Ford Motor Credit

Johnstown, CO

Cassidylynn2491@aol.com

9709396823

Self-motivated, results orientated, able to meet or exceed all designated objectives with current background in financial credit and dealer services. Data entry experience and administrative assistant daily tasks. Proven ability to adapt to new surroundings while remaining observant and accurately assessing what needs to be done.

Willing to relocate to: Fort Collins, CO - Greeley, CO - Loveland, CO

Authorized to work in the US for any employer

Work Experience

Wholesale Representative/ Financial Data Entry

Ford Motor Credit - Colorado Springs, CO

July 2017 to April 2019

Data Entry Clerk: July- November 2017

Input all data correctly to fund customer account contracts

Being able to troubleshoot and issues that occurred on customers account

Insure all amounts and details were correct on customers contract

ensured minimum of 35 contracts were funded a day

Cashier: November to September 2017

Processed all payments and payoffs for dealers

Talk to car dealerships daily to help troubleshoot any problems and get customer accounts paid on time

Check and verified all titles and odometers were up to date and had no missing information

Handled and processed any new incoming mail for the company to the correct departments

Wholesale Representative: September 2017- present

Assisted and help floor all new, used, program line etc, vehicles for dealers

Ensured all cars going on lines had correct data information and documents needed to floor units

Talk to dealers daily to help with any questions or troubleshoot any problems

Assisted dealers on getting units paid off or re-floored if paid off in error

In charge of Illinois and Iowa dealer region making sure all sold units were paid off in timely manner according to procedure

Merchandiser

Mondelez Int - Colorado Springs, CO

May 2013 to July 2017

Communicate with store management to set up displays

Communicate with store management to add more displays to sell more in the store

Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.

Help customers find product as well as explain new products to them
Build end displays for events throughout the month
stock the shelves
keep shelves organized and clean

Sales Associate

Guess Inc - Castle Rock, CO
January 2012 to March 2013

Greet customers and ascertain what each customer wants or needs.
Describe merchandise and explain use, operation, and care of merchandise to customers.
Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
Answer questions regarding the store and its merchandise.
Compute sales prices, total purchases and receive and process cash or credit payment.
Help customers try on or fit merchandise.
Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
Demonstrate use or operation of merchandise.
Place special orders or call other stores to find desired items.
Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
Prepare merchandise for purchase or rental.
Inventory stock and requisition new stock.
Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.

Ticket, arrange and display merchandise to promote sales.
Exchange merchandise for customers and accept returns.
Bag or package purchases, and wrap gifts.
Clean shelves, counters, and tables.

Sales Associate/ Stock Associate

Rue 21 - Loveland, CO
April 2007 to October 2011

Listen to and resolve customer complaints regarding services, products, or personnel.
Provide staff with assistance in performing difficult or complicated duties.
Greet customers and ascertain what each customer wants or needs.
Describe merchandise and explain use, operation, and care of merchandise to customers.
Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
Answer questions regarding the store and its merchandise.
Compute sales prices, total purchases and receive and process cash or credit payment.
Help customers try on or fit merchandise.
Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
Prepare merchandise for purchase or rental.
Inventory stock and requisition new stock.

Bag or package purchases, and wrap gifts.

Education

some schooling in Business marketing

Pikes Peak Community College - Colorado Springs, CO
August 2016 to August 2017

Diploma in General Education

Roosevelt High School - Johnstown, CO
May 2009

Skills

SALES (5 years), RETAIL (6 years), Data Entry (Less than 1 year), Administrative Assistant (2 years), Excel (2 years), Word (10+ years)

Additional Information

Skills

Active Listening Customer and Personal Service

Sales Coordination

Time Management Computers and Electronics

Retail

Administrative assistant role duties

Data Entry

Working multiple screens at once while coordinating a phone call

Getting assignments done correctly and completed in timely manner

Office Assistant duties mail, phones, filing etc.