
Dana Pechloff

Denver, Colorado
(480) 284-1852
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SKILLS

- Shipping and Receiving
- Order Fulfillment
- Pallet Jack
- Time Management
- Communication
- Proficient in Microsoft Office and Google Applications
- Customer Service

EXPERIENCE

Detox Organics, Tempe - *Warehouse Manager*

September 2019 - September 2020

- Order Fulfillment & Product Shipping (domestic & international)
 - Inventory control
 - Quality Assurance
 - Communicate with customer support team
 - Order supplies

LeadYouth, Chandler - *Administrative Assistant*

August 2018 - September 2019

- Provide leadership support for youth mentoring workshops aimed at empowering students through personal development, public speaking and leadership.
 - Track children's progress during workshops
 - Administrative Tasks such as but not limited to (Note taking, reporting, and analytics)

MB Embroidery, Tempe - *Shipping and Receiving*

November 2016 - August 2018

- Inventory
- Order fulfillment
- Product Shipping

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- Quality Assurance

NuHome Promotions, Chandler - *QA Warehouse Manager*

February 2016 - October 2016

- Warehouse management
- Inventory
- Product Shipping
- Quality Assurance

NuHome Promotions, Chandler - *Driver Manager (Dispatch)*

September 2015 - February 2016

- Driver Supervision
- Employee Training
- Route Design and Assignment
- Inventory Management

NuHome Promotions, Chandler - *Fulfillment Specialist*

June 2015 - September 2015

- Order fulfillment
- Quality Assurance

Childcare Chandler/Gilbert - *Nanny*

2010-2015

EDUCATION

ASU, Tempe - *N/A*

August 2010 - November 2011

- Internships:
 - Fall 2010 - 2nd Grade at Pomeroy Elementary
 - Spring 2011 - 3rd Grade at Summit Academy
 - Fall 2011 - Student Teaching - 3rd Grade at El Mirage Elementary

Mesa Community College, Tempe - *Associate's Degree*

January 2008 - May 2010

- Associates in Elementary Education
- Internship:
 - Spring 2009 - VIK after school program at Islands Elementary