

**Danette René Senk**

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**Career Summary**

27 years of experience in customer service with 9 years in purchasing and small business owner and operator for 17 years.

**Education**

Bachelor of Science Degree, Apparel and Merchandising, Merchandising Concentration from Colorado State University. Graduated: May, 1999. \*GPA 3.238

Associates Degree in Liberal Arts, Business Emphasis from Aims Community College. Graduated: December, 1996.

**Employment**

B & D Better Yards and Gardens, LLC, Loveland, Colorado

**Owner and Operator** (February 2002-currently)

\*Help run all aspect of landscaping business including all aspects of office duties, marketing, calendar management, pricing and quotes, accounts receivable / payable, customer service, invoicing, bookkeeping, estimates, material purchasing, vendor relations, landscape maintenance, and landscape install.

Colorado State University Bookstore, Fort Collins, Colorado

**Art and Supplies Buyer** (December 2013-June 2016)

\*Assisting with buying art, supplies, and backpacks for the bookstore including working with new and existing vendors, negotiating with vendors, expediting, customer service, pricing, assisting in managing student staff, forecasting items, administrative support, general office duties, scheduling, marketing, running sales, and organizing.

Corporate Express, Broomfield, Colorado

**Pricing Analyst** (October 2004-October 2006)

\*Maintain national pricing for various items and all dated good items, reviewing pricing files, maintain relationships with category managers and vendors, and work through billing discrepancies with vendors and accounting .

**National Buyer** (February 2002-October 2004)

\*Reviewed and place due orders, back orders, and special orders. Reviewed lowstock, overstock, and discontinue items. Set up new items and divisions. Forecasting items including safety stock, minimum quantities, and demand. Analyze areas where return authorizations can be utilized and negotiating returns with vendors. Review daily reports. Daily work on E3 and ISIS Purchasing computer programs.

**Purchasing Assistant** (June 2001-February 2002)

\*Expediting product including daily communications with vendors and various warehouse personnel. Daily spreadsheets, data entry and computer work in Excel, Word, Window, Isis Purchasing, and Outlook.

Olson Associates, Boulder, Colorado

**Apparel /Merchandising & Office Manager** (June 1999-June 2001)

\*Daily email communications between various wholesalers and manufacturers including correspondence on fabric information, design information, PO's, deliveries, and more. Working with Letter of Credit requests, daily delivery details, order entry work for various accounts, daily paperwork and spreadsheets. Working with marketing and sales at apparel shows.

Karman, Inc., Denver, Colorado

**Apparel /Merchandising Intern** (March 1999-May 1999)

\*Working with ordering, purchase orders, and dealing with vendors on trims and fabrics. Other duties included re-sequencing lines, cut calculations, special projects, daily paperwork, spreadsheets, and other merchandising duties.

City of Loveland, Loveland, Colorado

**Utility Billing Customer Service Representative** (June 1991-August 1998)

\*Person to person and telephone customer service skills, special projects, ordering of office supplies for department, daily paperwork and duties.