

### **Personal Branding:**

Accounts Manager responsible for maintaining international and domestic high-profile clients. I specialize in creating customer loyalty and positive working relationships. I am always apt and open to learning new skills and techniques for marketing and facilitating in the work-sphere

### **Positions Held**

2013 - current, Customer Service Manager

Blue Poppy Enterprises, Inc

Managing client relations, processing domestic and international distributor purchase orders, overseeing customer service department, managing continuing education, updating websites, managing inventory adjustments.

2011 - 2013, Customer Service Representative

Blue Poppy Enterprises, Inc

Processing distributor orders, processing client orders, updating websites, managing inventory adjustments.

### **Education**

2006 - 2011, Political Science, University of Colorado Boulder

2006 - 2011, International Affairs, University of Colorado Boulder

2006 - 2011, Computer Arts Certificate, University of Colorado Boulder

### **Computer Skills**

Advanced knowledge of Multi-Channel Order Manager

Advanced knowledge in SiteLink Webstore

Experienced in Moodle Continuing Education

Experienced in Microsoft Word, Excel, Outlook

Experience with GNU Image Manipulation Program

Some experience with Linux and the command line

### **References**

Available upon request.

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