

Dylan Long

Greeley, CO 80634

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Authorized to work in the US for any employer

Work Experience

Student

Aims Community College - Evans, CO

August 2020 to Present

Attending higher education for an Accounting Degree.

Inside Sales/Warehouse Coordinator

Filter Supply - Grand Junction, CO

June 2017 to June 2020

- Create and manage customer spreadsheets as well as other documents in Microsoft Office.
 - Provided exceptional customer service by taking, filling, and delivering/shipping any and all orders in an efficient manner
 - Assessed customers issues/wants, proposed the most logical product, and satisfied the customers needs
 - Creating indoor product displays
 - Inventory Management/Cycle counts
 - Creating weekly, monthly, and annual sales forecast
 - Profit-and- Loss/Margin Responsibility
 - Prioritized tasks and projects to meet tight deadlines
- Creating Purchase orders, placing and receiving orders
Created job postings and scanned candidates for entry positions.
Trained new employees in correct procedures and company expectations.

Fulfillment Specialist

Sanitary Supply Corp - Grand Junction, CO

January 2017 to June 2017

- Pulled orders for clients
 - Received and archived stock orders
 - Delivered equipment throughout western Colorado
- Quarterly cycle counts

HVAC Technician/Driver

Custom Air Inc. - Englewood, CO

October 2015 to August 2016

- Logistics Coordinator
- Air duct installer/ Site Demolition
- Sheet Metal Fabrication

- Safety
- Inventory Management

Inside Sales

Filter Supply - Grand Junction, CO

July 2012 to October 2015

- Create and manage customer spreadsheets as well as other documents in Microsoft Office.
 - Provided exceptional customer service by taking, filling, and delivering/shipping any and all orders in an efficient manner
 - Assessed customers issues/wants, proposed the most logical product, and satisfied the customers needs
 - Creating indoor product displays
 - Inventory Management
 - Creating weekly, monthly, and annual sales forecast
 - Profit-and- Loss/Margin Responsibility
 - Assessed applicants as future employees and applied correct training procedures
 - Prioritized tasks and projects to meet tight deadlines
- Purchasing, creating purchase orders, receiving PO's

Customer Service Representative

STARTEK

January 2012 to July 2012

- Provided excellent customer service
- Resolved customer issues in a timely manner
- Reviewed terms of sale, current past due bills, and other services with the customers
- Prioritized tasks and projects to meet tight deadlines.
- Maintained knowledge of current sales and promotions
- Managed high call volume with tact and professionalism

Education

Current College Student - Sophomore in Accounting

Aims Community College - Greeley, CO

June 2020 to Present

High school or equivalent

GRAND JUNCTION HIGH SCHOOL

Skills

- Inventory (6 years)
- Retail/B2B Sales (6 years)
- Microsoft office (6 years)
- Data Entry

- Sales
- Account Management
- Inventory Management
- Warehouse Experience (7 years)
- Logistics
- Purchasing/Receiving
- Accounting
- Inside Sales
- General Ledger Accounting
- Journal Entries
- Accounts Receivable
- Balance Sheet Reconciliation
- Financial Report Writing

Certifications and Licenses

Internachi Home Inspection Certification

July 2019 to Present

Internachi home inspection certification for residential homes

Driver's License

Assessments

Data entry: Attention to detail — Expert

June 2021

Maintaining data integrity by detecting errors

Full results: [Expert](#)

Administrative assistant/receptionist — Expert

September 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Attention to detail — Highly Proficient

September 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Warehouse safety — Expert

May 2022

Using safe practices in a warehouse setting

Full results: [Expert](#)

Retail customer service — Proficient

April 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Highly Proficient

September 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Highly Proficient](#)

Analyzing data — Highly Proficient

September 2022

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.