

Elizabeth "Libbi" Eshelman

Parker, CO 80134

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Skills and Qualifications

- Administration of Inventory, Supplies and Filing Systems
- Detail Oriented
- Ability to Work Independently and Complete Tasks
- Dependable/Loyal
- Excellent Customer Service and Public Relations Skills
- Initiative-taker

Experience

Cara Mia Medical Day Spa/ADCS Clinics – Englewood, CO – March 2006 – September 2022

Boutique Manager/Accounts Payable Clerk

- Instrumental in launching new corporatewide ordering system (ENVI)
- Purchased resale products based on sales history and upcoming events
- Maintained detailed inventory reports and investigated discrepancies
- Responsible for inventory displays and cleanliness of boutique area
- Purchased office and clinic supplies based on need
- Processed all incoming invoices for payment in a timely manner
- Assisted management with day-to-day operations
- Coordinated various VIP customer appreciation events

Target Corporation – Englewood, CO – August 2005 – June 2006

Store Operator

- Directed all incoming calls to appropriate departments
- Maintained organized fitting room area and returned merchandise to sales floor
- Assisted customers with merchandise questions and location in store

Tropical Toes – Lahaina, HI – February 2003 – April 2005

Sales Associate

- Focused on personalized customer assistance and maintaining high sales volume
- Responsible for detailed inventory control, upkeep of displays and opening and closing of store

Awesome Promotions - Denver, CO – February 1991 – December 2002

Vice-President

- Worked closely with local and national media outlets purchasing advertising and arranging promotions with talent appearances
- Managed advertising budgets and incoming invoices
- Closely monitored daily ticket sales for numerous concurring events and adjust advertising schedules as needed
- Coordinated all travel arrangements for contest winners to attend nationwide broadcast events
- Responsible for daily operations including managing staff, payroll, accounts payable and correspondence

Education

University of Denver – Denver, CO – 1984-1988

- Focused on Accounting and General Business courses