

Karen Moon
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Experience

Airtron Nashville - Purchasing Manager

June 2019 - August 2023

- Equipment orders
- Raw material orders
- Vendor Sourcing
- Price comparisons for savings
- Part orders
- Delivery appointments
- Subcontractor payroll
- Work alongside division VP with inventory and daily operations
- Maintain online document center for AP payments

TA Kaiser - Office Manager (now Airtron Nashville due to buy out)

August 2016 - June 2019

- Maintained all homeowner accounts
- Answered multi line phone systems
- Handled all customer and builder complaints
- Dispatched service technicians to service calls
- Track and maintain all inventory
- Order and pickup builder permits
- Organize and send out warranty parts
- Compose letters and extended warranty documents
- New hire paperwork and insurance documents

AAA Auto Club South - Dispatcher / Emergency Road Service Rep.

August 2006 - July 2011

- Verified members locations and service needs
- Mapped customer breakdown locations
- Dispatched contractors to secure member service
- Updated members of call status

Education

Aaron Academy - Hendersonville TN
High school diploma

Skills

- **Proficient with Microsoft Word and Excel**
- **Proficient with Power Point**
- **Proficient with Quick Books and other accounting software**

References available upon request.