

# Robyn Moran

Franklin, OH 45005

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I have strong work ethic and a variety of work experience. I am willing to learn new things and work my hardest to do so. I believe in coming to work and performing the task before me. I believe being organized and having a strong attention for details are key for proficient job completion.

I am knowledgeable in Microsoft Office and Google Drive. I have used these programs for several years. I have used them for both job and personal projects. I also have life experience in several areas not related to employment.

Gaps in employment are due to childcare needs and health issues.

Authorized to work in the US for any employer

## Work Experience

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### **Program Manager / Inventory Clerk**

Koehlke Components - Franklin, OH

October 2021 to June 2023

Perform physical inventory counts and pulling material for production orders.

Perform stock checks for open/ new orders.

Worked with management team to fulfill incoming orders from day received to day shipped.

Implemented a process to track status of orders to better communicate with customers and management.

Compliance with government confidential policy.

Worked with sales manager to track contacts and set travel schedule

### **Sales Associate**

Office Depot OfficeMax - Dayton, OH

October 2016 to October 2017

Cashier ● Answer Phones ● Assist customers find products, compare products, and make suggestions ● Straighten products on shelves ● Greet Customers

### **Associate/ Manager**

CATO FASHIONS - Lebanon, OH

May 2013 to May 2016

with fashion choices

● Checking customers out for their purchases

- Answering the phone
- Assist multiple customers at a time

#### Accomplishments

- Ability to connect with people
- Manage time well
- Understand a Plan a gram

### **Office Assistant**

INDIANA BAPTIST COLLEGE - Greenwood, IN  
2007 to 2008

#### Responsibilities

- Answering phones, Taking Messages
- Assisting in planning events

### **Secretary**

MICHAEL ICE, ATTORNEY AT LAW - Martinsville, IN  
2005 to 2007

2008-2010

2010-2011

#### Responsibilities

- Answering phones, Taking messages
- Making notes in files
- Filing both in office and at the courthouse
- Filling out court documents
- Time management
- Making appointments
- Notarizing documents
- Responsible for a clean work space
- Working unsupervised
- Receiving payments for collections

#### Accomplishments

- Limited knowledge of the legal system
- Learning new software

## Education

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### **Some college in general**

Indiana Baptist College  
2003 to 2004

### **GED in General Studies**

Grace Baptist Academy - Urbana, OH  
August 1999 to May 2003

## Skills

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- Microsoft Word, Publisher, some Excel, Google drive (10+ years)
- Microsoft Outlook
- Event Planning
- Administrative Experience
- Microsoft Powerpoint
- Office Management
- Cash handling
- Filing
- Personal assistant experience
- Calendar management
- Microsoft Excel
- Computer literacy
- Customer service
- Program Management
- Budgeting
- Events Management
- Office experience
- Microsoft Office
- Microsoft Word
- English

## Assessments

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### **Bookkeeping — Proficient**

September 2022

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Project timeline management — Proficient**

July 2022

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

### **Customer service — Proficient**

June 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

June 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

October 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Retail customer service — Proficient**

June 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

September 2022

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

### **Administrative support professional fit — Proficient**

July 2021

Measures the traits that are important for successful administrative support professionals

Full results: [Proficient](#)

### **Office manager — Proficient**

November 2020

Scheduling and budgeting

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

October 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

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

## Additional Information

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### SKILLS

- Decent knowledge of PCs
- Can use Microsoft Word, Excel, Publisher, Powerpoint
- Can use Google Drive
- Ability to multi task
- Organization
- Enjoy learning new things
- Self motivated