

Shelby Byers

Purchasing Manager - Metal Solutions

Fort Collins, CO 80526

shelby.byers@gmail.com

(970)893-1446

Willing to relocate to: Denver, CO - Aurora, CO

Authorized to work in the US for any employer

Work Experience

Purchasing Manager

Metal Solutions

February 2017 to December 2018

Displaying knowledge of the construction and steel industries in order to assist customers.

Creating and maintaining purchase orders for raw steel materials and fabricated product.

Maintaining conformance documentation.

Overseeing general office duties and material purchasing within the company.

Banker

US Bank

July 2016 to January 2017

Greeting customers and assisting with various financial transactions.

Assisting customers with opening and maintaining financial accounts.

Product knowledge and application submittals for credit cards, loans, etc.

Overall customer service for customers new and old.

Leasing Consultant

Real Estate Personnel, Inc

September 2015 to June 2016

Greeting and assisting current and prospective residents.

Carrying out duties in regards to qualifying potential residents (completing background checks, credit checks, rental verification, employment verification, etc.).

Completing paperwork and executing leases.

Administrative Assistant

Poudre Property Services

March 2015 to August 2015

Greeting and assisting current and prospective residents.

Performing community tours for prospective residents.

Carrying out duties in regards to qualifying potential residents (completing background checks, credit checks, rental verification, employment verification, etc.).

Completing paperwork and executing leases.

Solutions Peer Counselor

CU Office of Financial Aid

December 2011 to August 2014

Answering telephone calls and e-mails and assisting students and parents with their questions.

Processing student files and adjusting when applicable.

Counseling students about financial options.

Assisting in basic employee training.

Education

Heritage High School

May 2009

Humanities

University of Colorado - Boulder, CO

Human Resource Management

Colorado State University