

Amy Warren

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PROFESSIONAL SUMMARY

Adaptable, high-energy professional who enjoys working in a dynamic environment. Hands-on with experience working across multiple departments. Outstanding team player with a proven ability to organize and prioritize work. Skilled in recruiting, employee relations, supervision, marketing, customer service and event planning. Proficient in multiple areas of technology, including MS Office Suite, Outlook and Photoshop.

EDUCATION

San Francisco State University, San Francisco, CA 2011 - 2012
Certificate, Human Resources Management

Core educational competencies

- Recruitment and Selection
- Discipline and Termination
- Employee Relations
- Performance Management
- Diversity Management
- Employee Benefits
- Legal Aspects
- Supervision
- HRIS Systems

Saddleback City College 2003 – 2005
General education towards Associate of Arts degree

PROFESSIONAL EXPERIENCE

Sports Basement, San Francisco, CA 2010- Present
Email Marketing and Website Production Specialist

- Increased Internet sales through the development of email marketing campaigns.
- Innovated contemporary templates for email marketing campaigns.
- Interfaced with customers to identify needs, field questions, and facilitate merchandise sales.
- Well versed in Adobe Photoshop, including image editing and design.
- Skilled in production and maintenance of website imagery and product content.

Sports Warehouse, San Luis Obispo, CA 2007 – 2010
Product Manager – Imaging Department

- Planned, organized and conducted new hire orientations for six sister companies.
- Recruited potential new staff to meet the needs of a rapidly growing department.
- Implemented an online database to monitor incoming merchandise for Internet sales.
- Daily website maintenance for six top selling online companies.
- Serve as point person for managers to ensure proper lines of communication.
- Coordinate with 10+ photographers ensuring that demanding deadlines are met.

California School Boards Association, Sacramento, CA 2007
Communications Assistant

- Provided administrative support for communications staff.
- Kept all company departments up to date on current news for California schools grades 1-12.
- Performed a range of general administrative and specialized tasks in a timely manner.
- Scheduled and prepared meetings for the department.
- Assisted in planning company events.