

# dede aeschliman

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Seeking to gain a position that will utilize my eclectic experience in:

- supervising
- office management
- administrative
- sales/marketing
- customer service
- shipping
- receiving

## Work Experience

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### **Shipping Lead**

Sticker Giant - Longmont, CO

January 2017 to January 2022

- Involved with operations of day to day shipping department
- Shipped over 300 orders daily

### **Receiving Lead**

McLane Western - Longmont, CO

January 2009 to March 2017

- order reception
- received and processed orders totalling over 1 million dollars daily
- forklift operation

### **Sales/marketing Coordinator**

Rocky Mtn - Boulder, CO

January 2005 to December 2008

- designed & created monthly sales sheets for buyer presentation
- placed/tracked product orders and issued credits for returned product
- managed order issues
- performed and compiled audit information for all vendors
- managed and performed product demonstration at various local retailers

## Education

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### **BS in Business Administration**

National University - Sioux Falls, SD

## Skills

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- Sales
- Customer service
- Marketing
- Retail sales
- Typing
- Negotiation
- Cash register
- Cash handling
- Customer relationship management
- Product demos
- Project coordination
- Supervising experience
- Procurement
- Shipping & Receiving (8 years)
- Store management
- Communication skills
- Social media management
- Leadership
- Retail management
- Salesforce
- Microsoft Office
- Filing
- Fair Housing regulations
- Property management
- English
- Computer skills
- Computer literacy

## Certifications and Licenses

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### **Driver's License**

### **Hazardous Waste Operations & Emergency Response Training**

## Assessments

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### **Work motivation — Proficient**

August 2023

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Warehouse safety — Proficient**

August 2023

Using safe practices in a warehouse setting

Full results: [Proficient](#)

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

November 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

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

March 2024

Tendency to be reliable, dependable, and accountable at work

Full results: [Proficient](#)

### **Case management & social work — Proficient**

October 2023

Determining client needs, providing support resources, and collaborating with clients and multidisciplinary teams

Full results: [Proficient](#)

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

October 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Customer service — Proficient**

October 2023

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

September 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Management & leadership skills: Impact & influence — Proficient**

September 2023

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Attention to detail — Proficient**

August 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

**Work style: Reliability — Proficient**

April 2024

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

Full results: [Proficient](#)

**Delivery driver — Proficient**

September 2023

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

**Recruiting — Proficient**

September 2023

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

**Office manager — Proficient**

September 2023

Scheduling and budgeting

Full results: [Proficient](#)

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