

Janna Mooneyham

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Authorized to work in the US for any employer

Work Experience

Leather Gatherer

Springfield Leather Company - Springfield, MO

May 2019 to Present

After gathering hardware for a year, I moved into the leather cutting/gathering position. Which entails fulfilling order with leather, using your knowledge of all stock and odd lot oil tans, as well as current sales and discounts. Your goal is to accurately measure a rough square footage and cut the correct amount, with as much usable and flawless finish. You must be able to lift over 50 lbs and often up to 100 lbs to gather/put away the leather. If we are out of leathery, it is your duty to call the sustainer to inform them and offer any possible substitutes. After fulfilling the order with leather, you take it to the shopping department to be billed and processed for transport.

Gatherer

Springfield Leather Company

May 2018 to Present

This job entails finding items for online and mail-based orders. You must be able to maintain product knowledge of 100+ items and their locations. You are expected to maintain a speedy delivery to the customer by completing the order as close to order date as possible. You must contact the customer when we are out of product possibly offering them a suitable substitute close to original price, and field customer calls asking for information about our product. After completing the order, deliver it safely to the shipping department. At the end of the day you are asked to clean up the area you are working in by returning product to its proper place, sweeping the floor, and taking the trash out.

E-Commerce Associate

Springfield Leather Company - Springfield, MO

May 2016 to Present

As an e-commerce associate it is your duty to focus on and fulfill any orders placed through the online selling platforms such as Amazon, eBay and Etsy. It is your duty to answer customer questions and handle complaints. While handling these task you are expected to review and update any listing that could perform better, and analyze sale statistics to better sell the product. You should maintain an accurate inventory on all platforms to help ensure good ratings, and consisting put up new listings for product.

Server and Shift Leader

Pizza Hut - Springfield, MO

March 2015 to May 2016

Take, prepare, and serve food orders. Answer phone calls, clean the front of restaurants, and handle the registers. As a shift leader it is also my job to ensure that customers are happy, even when they come to me upset, and to process the money at the end of day.

Food Service and Lifeguard

Windermere Baptist Conference Center - Roach, MO

May 2013 to August 2014

Take, prepare, and serve food orders for groups visiting the camp; sometimes +1000. As a guard I had to ensure patrons safety, clean the pool/docks, and keep inflatables pumped up.

Education

Some college in Computer Information Science

Ozarks Technical Community College - Springfield, MO

January 2019 to Present

Some college in Computer Information Science

Southwest Baptist University - Bolivar, MO

August 2015 to May 2016

High school or equivalent in General Education

Wheatland High School - Wheatland, MO

August 2011 to May 2015

Skills

- Java
- E-Commerce
- Microsoft Office (5 years)
- Agile
- Customer Service (6 years)
- Sales Experience (3 years)

Certifications and Licenses

Driver's License