

## Pamela Gooler

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### Summary of Skills

- **Organizational** – Able to set up systems that can easily be understood/used by respective people involved
- **Creative** – Able to design, implement ideas/concepts and use available resources into successful projects
- **Adaptive** – Able to quickly learn new concepts and manual skills to successfully complete an assigned task
- **Multitasking** – Effective and efficient use a company's available resources for maximum output
- **Conflict Management** – Effective use of listening and collaborating needs/desires of two or more parties
- **Computer** – MS Office, Adobe Photoshop, Adobe Acrobat.

### Professional Accomplishments

#### Regional Management

- Set up and maintain operations per company SOP and maintain/manage communications between local operations and corporate headquarters.
- Manage local clients and equipment/supply needs, company's customer accounts, inventory stock, documents, vendors and maintain below 10% cost to sales
- Project Manage local new shop fit out
- Assist sales representatives prepare presentation materials and market research
- Hire and release employees as production needs require

#### Print, Marketing, Sales Management

- Consult and create print and marketing solutions for customers
- Manage and troubleshoot small and large print productions
- Increase stores clientele and department sales by 15% in 2009 and 20% in 2010 and over 30% in 2011
- Manage and meet determined store's sales goals on a weekly or monthly basis
- Hire and train new and seasonal sales staff

#### Book Publishing

- Participating team member in the planning, design and implementation of Book Publishing intranet site using the e-publishing technology developed by the inhouse engineering department
- Participating team member of a special task force brought together to determine problems and issues after the company's entrance into it's second phase of operations and increasing book production by 300%
- Trouble-shoot between stateside operations and Shanghai operations on book publishing operations
- Manage a department of approximately 130 -300 book designers

### Work History

ABC Imaging  
Staples  
iUniverse.com

Seattle, WA  
Port Orchard, WA  
Shanghai, China

05/18-04/2020  
05/08-07/12; 03/16-4/18  
06/98-06/01

### Education

B.S., Marketing/Emphasis International Marketing  
Northern Illinois University      Dekalb, IL