

Hunter Shuttleworth

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Based in Charlotte, NC 28277

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EXPERIENCE

Workhorse Shared Services, Fort Mill, SC *Operations Coordinator, E-Commerce Manager*

March 2021 – Present

- Work within Walmart's Retail Link platform to perform reporting, quoting, and scheduling for goods in multiple departments.
- Communicate with overseas factories and coordinate the shipment of goods to domestic warehouses and clients
- Performed all customer quoting and reporting for major retailers such as Walmart and Michaels
- Manage a growing product catalog on Walmart.com and Michaels.com and monitor inventory levels for all DSV programs.
- Oversee and control GwenStudios.com as well as Gwen Studio's Instagram and Pinterest

PureRED, Mooresville, NC — Account Manager/Production Artist Kroger Signage Account

September 2019 – February 2021

- Create and produce in-store signage for Kroger using Adobe InDesign
- Closely partner with Kroger corporate teams to ensure accurate copy and creative as well as efficient printer logistics
- Manage the release of 19+marketing divisions through multiple rounds of proof approval process
- Introduce and facilitate the onboarding of new projects to generate new revenue for the account

PureRED, Goodlettsville, TN — Associate Account Executive Dollar General E-Commerce Account

November 2018 - September 2019

- Organized the active product catalog on the site, including optimizing meta data for SEO and executing monthly product resets to insure current and accurate imaging and copy
- Acquired and maintained working relationships with various key national brand vendors
- Assisted in growing the online catalog by over 20% during my time with the account
- Produced copy for private brand seasonal launches

SKILLS

Retail link Merchandising and Finance applications (Item 360, Decision Support, Supplier Center)

Michael's Riversand
E-commerce Portal and CommerceHub

Copywriting and HTML coding

Business social media management (Instagram, Pinterest)

Excel data management

Adobe InDesign and Photoshop image editing programs

EDUCATION

University of Alabama,
Tuscaloosa, AL
B.S. Commerce & Business Administration,
Finance/Economics

August 2018

