

# Kristin Lynch

Outgoing, process, and data-minded individual looking for new opportunities and career advancement. Experience in sales, operations, project management and customer service. Creative problem solver driven to find efficient processes and sustainability.

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## EXPERIENCE

### **True Brands Seattle – Sales Project Manager**

Feb 2022 - PRESENT

- Project manager for the National Accounts Wine & Spirits team, supporting sales for seasonal, everyday and inline programs.
- Collaborate with the B2B merchandising team to create campaigns and present them alongside the account managers at client meetings.
- Effectively manage multiple requests by providing exceptional customer support.
- Work cross-departmentally with creative, supply chain, marketing on multiple projects and/or customer programs.
- Management of small departmental projects. Implement new processes and onboard new hires, in the following fields: Project Managers, Sales Operations, Customer Support Specialists.

### **True Brands Seattle – National Accounts Sales Operations Lead**

Oct 2019 - Feb 2022

- Strategized and designed sustainable infrastructures to increase process excellence across the National Accounts Sales and Sales Operations team.

### **True Brands Seattle— Sales Operations Associate**

Aug 2016 - Oct 2019

- PO management from start to finish, work cross-departmentally with supply chain and warehouse logistics.

### **G2 Sports Therapy Sammamish—Senior Exercise Technician**

March 2014 - August 2016

- Lead a small team of Exercise Technicians instructing daily and monthly tasks.

## SKILLS

- **Technical Proficiencies:**  
Microsoft Office, Microsoft Excel, Microsoft Word, Adobe DC, Google Workplace, Oracle|Netsuite, Salsify
- **Core Competencies:**  
Vendor Management, Vendor managed inventory, Vendor Partnerships, Customer service, Product/Product Management, Account Management, Process Improvement, SOP creation and implementation

## EDUCATION

### **University Of Washington , Adult & Continuing Education, Full Stack Web-Development Certification Program**

June 2022 - December 2022

24 week program covering the primary programming languages. After Graduation I will be proficient in HTML/CSS(Bootstrap), Javascript/jQuery, React and Python

- Other areas of study have heavy emphasis on object oriented programming and mySQL.

### **Western Washington University, Bellingham — B.S. Kinesiology(Pre-Healthcare)**

Sept 2007 - Jan 2011

- Intramural Sports: flag football, soccer, volleyball.
- Latino Student Union.
- Relevant Courses: Statistics, Physics, Chemistry, Computer Science, and Psychology.