

# Olena Pitcher

Purchasing Agent/  
Accounts Receivable

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Olena Pitcher

208.220.2435  
Olenamh@gmail.com  
Perry, Utah

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## Skills

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### General:

- Good human relations skills.
- Self-motivated
- Works well in a team environment
- Adaptable to any working environment
- Works diligently until the end of every project
- Proficient in Data Entry
- WPM: 75

### Hands On:

- Fabtrol + 6 Years
- Bluebeam + 6 Years
- Trax-It + 5 Years
- UPSWorldship + 3 Years
- Microsoft Word + 10 Years
- Microsoft Excel + 5 Years
- Microsoft Outlook + 6 Years
- Window 10 + 5 Years
- Windows 7 + 7 Years

### Lab:

- NodeJS
- JavaScript
- HTML5
- Adobe Creative Cloud

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## Work

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### Lundahl Ironworks Company - Purchasing Agent/ Accounts Receivable

January 2015 - PRESENT, Franklin, ID

- Oversees all purchasing needs
- Organize and distribute all billing information
- Assists the Production, Shipping and Operation Managers
- Direct phone calls, mail, customers, and vendors to their appropriate destinations.

Previous positions include: Data Entry, Document Control

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## Education

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### Southern New Hampshire University/ Current

Associates Degree in Accounting - 2019

Bachelor's Degree in Information Technology w/ Concentration in  
Software Development - Current

### Preston High School / High School Diploma

2015, Preston, Idaho

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## Awards

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Certificate in Advanced Microsoft Excel - BATC

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## References

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### Triston Wasik - *Mentor/Colleague*

(907)-223-1825

State of Alaska, Department of Commerce Community and Economic  
Development, Analyst/Programmer

### Tonya Sharp - *Colleague*

208-705-8317

Lundahl Ironworks Company  
Shipping Manager