

Priscilla Senn

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SUMMARY OF QUALIFICATIONS

18 years accounting experience including Inventory Control, Operations Management , Customer Service and Director of Product Sales.

Extended experience with All Windows Versions through Vista, and MAC OS thru 10.6. Microsoft Office 2011, Solomon III and IV, Photoshop, Dreamweaver, Flash, General Report Writer, Crystal Reports.

Management experience supervising 20+ employees.

Proven track record of efficiency, inventory control, loss prevention, streamlining processes, custom report creation, dependability, excellent customer service, record sales and time management skills.

Dark Horse Comics, December 2004 to Current

Currently: Director of Product Sales (May 2010 – Current)

Develop and implement Sales Strategies for Sales Department. Re-structured Sales Department, and beat Yearly Sales for 2011 over all previous years since 2003. 2012 has already beat 2011. Largest Custom Product Sales in Dark Horse 25 year History. Monitor and update wholesale website, process all marketing requests for in-house marketing, sales analysis, budgeting and forecasting. Supervise two Account Executives.

Accounting Analyst - Inventory Control (Dec 2004 – May 2010)

Profit/Loss and budget analysis by item, department and company budget analysis, quarterly sales forecasting vs. actual, as well as monthly. Custom report building, heavy Excel and pivot table use. Power Point and printed . Coordinating physical inventories, monitoring distribution and accountability between 3 warehouses and tracking inventory movement. Implemented same day invoicing, created On Order report for Sales, streamlined Physical Inventory to two days, from five, created the P/L reports currently in use, approx.. 10 reports coded and added to accounting software for company wide use, implemented scanned pdf, created fillable and static order forms.

NPC International Dec 2000 to August 2003

Assistant Manager, restaurant environment. Began part-time while at Pine Crest, went to Full Time in February 2002. All aspects of restaurant mgmt. including scheduling, hiring, firing, contact with vendors and corporate officers.

Pine Crest Fabrics November 1995 to January 2002

Inventory Control, Assistant Operations Director

Monitor inventory across four warehouses, maintain inventory movement and stocking. Became AOD in 2000, streamlined warehouse to provide 100% same day shipping on all orders placed by 3pm guaranteed, with 99% of ALL orders shipped same day. Additionally, managed the Sampling, Marketing and Customer Service department as AOD. Additionally, performed System Administrator and WebDesign duties on a Work-For-Hire basis.