

Bobbi Steckler

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Professional Overview

I am a Committed and motivated individual with exceptional customer-relation and decision-making skills. I have a strong work ethic with a professional demeanor and great initiative.

Summary of Skills

- 10+ years' experience in a fast-paced, deadline-driven environment
- High level of accuracy and efficiency
- Self-starter with professional manner
- Excellent written and verbal communication
- Highly organized with superior attention to detail
- Spreadsheet creation, entry and formulation
- 10-key proficient
- SAP, Microsoft Office Word, Excel and Outlook

Work Experience

Buyers Assistant/Inventory Coordinator, 04/2008 - 08/2010

Shelter Products, Inc. – Portland, OR

- Consistently recognized by management for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude.
- Provided inventory system support and assisted the buyers with the implementation and update of the system as it relates to inventory.
- Performed accounts payable and receivable duties including sales orders, invoicing, mill/freight payables, purchase orders, product buybacks and credit memos.
- Engaged with sales and distribution facilities as needed to support order fulfillment objectives
- Identified, analyzed and reported variances between cycle counts and financial inventory system.

Inventory Specialist/Logistics Coordinator, 01/2001 - 05/2007

Vortex Reload – Portland, OR

- Implemented receiving documentation, bill of lading, inventory management, invoicing, account payables and receivables.
- Processed daily scheduling of rail cars, prepared loading diagrams maximizing board footage without exceeding weight limitations.
- Improved communication efficiency as primary liaison between departments, clients and vendors.
- Prepared and distributed Payroll for staff of 10.
- Managed daily office operations and maintenance of equipment.

Sales Assistant, 04/1998 - 01/2001

North Pacific Lumber Group – Portland, OR

- Assisted in all areas of administrative work including data entry, receptionist duties, file organization, research and development.
- Created sales orders, purchase orders, invoices and credit memos.
- Processed mill/freight payables.