|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lorraine Schuler 667 SE Myrtlewood Pl., Gresham, OR 97080 503.200.9776 lo.schuler@live.com** | | | | |
| Objective | | | | |
| To obtain employment that will enable me to use my superior organizational, communication, and interpersonal skills. | | | |
| Technical Skills/Proficiencies | | | | |
| * Self starter, highly motivated and extremely organized | | |
| * Highly computer proficient with Word, Excel, Power Point, Photoshop also with Groupwise and Outlook e-mail systems | | |
| * Outstanding communication and interpersonal skills—written and verbal | | |
| * Able to produce and lead group level meetings | | |
| * Proficient in supervision of staff | | |
| * Comfortable working with all levels of management and staff including team/project environments | | |
| Experience | | | | |
| 2010-2012 | Crescent Electric Supply | Portland, OR |
| **District Purchasing Assistant** | | |
| * Accountable for maintaining flow of goods to produce increased customer fill rates and inventory turns * Accurately and in a timely fashion; purchase daily stock lines of material from multiple vendors * Track stagnant and low performing products and assess whether those products should be returned to vendors, sold at a discounted rate, or disposed of * Resolve incoming shipping errors, damaged goods, non-conforming goods, and pricing issues with vendors in a professional manner * Become familiar with and utilize any and all reports needed to maintain the inventory goals set for the branch and other branches in our district * Load and maintain branch product and price files in the local and district databases * Review monthly stock/non-stock report and make necessary adjustments to meet branch policies * Maintain the branch purchasing schedule and review periodically to ensure an even flow of goods * Expedite all orders making necessary changes to purchase order ship dates and informing appropriate departments and individuals of that information * Maintain a professional relationship with vendors * Continuing education in the electrical industry via online courses, weekly lunch and learns, and vendor meetings | | |
| 2002-2010 | West Linn/Wilsonville School District | West Linn, OR |
| **Assistant Librarian at Athey Creek Middle School (2007-2010)** | | |
| * Accurately maintain and update our library database (Follett) of approximately 13,000 titles * Troubleshoot various networked computers * Created processes to streamline efficiency in the library * Created a system for tracking and listing all book series we stock, regularly utilizing databases to track new books in the series and purchase/update as required * Direct liaison for student’s book requests as well as with check in/out * Assist students with research queries and document creation * Researching potential titles for inclusion into our library system * Collaborated with head librarian as required   **Special Education Assistant at Athey Creek Middle School** **(2002-2007)**   * Assisted SPED students with homework skills, in-class work, project completion * Taught subject specific information to students one on one or in small groups * Attended classroom core subjects (Algebra, English, Science, Social Studies) with students to better enable them to succeed in the public school environment * Worked closely with SPED and general education teachers to maintain a high level learning environment | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Experience - continued | | | | | |
| 1993-2001 | InsulPro/Peoples – insulation sub-contractor | | Kelowna, BC Canada | |
| **Office Manager** | | | | |
| * Created an 80-page manual on the use of the InsulPro proprietary database management system. The document was then utilized in 15 offices across Canada * Hired staff and ensured successful training on the in-house software of the InsulPro systems * Supervised sub-contract employees (insulators, drywallers, general laborers) * Provided positive customer support to clientele * Created accurate estimates for distribution to customers and sales staff * Supervised the accounts receivable clerk * Traveled throughout Canada training other branch employees on the InsulPro systems | | | | |
| 1986-1993 | Winroc Corporation (previously Interior Drywall Supply) | | Kelowna, BC Canada | |
| **Purchasing and Credit Manager** | | | | |
| * Accounts Receivable for existing clientele, generated credit reports on prospective customers and approved or denied their accounts * Tracked monthly receivables, managed customer re-payment plans, when required filed lawsuits, and placed liens on properties * Purchased and coordinated all materials to be shipped to our facility * Provided courteous and efficient customer service and support to prospective and existing customers * Researched and studied drywall, insulation, stucco, steel stud products, tools, materials for inclusion into our facility * Coordinated and ran a yearly baseball tournament that included 20+ teams from our customer base | | | | |
| Education | | | | | |
| *NAED-National Association of Electrical Distributors* | | *Electrical Distributor Guided Education Program* | | *Portland, OR (online)* |
| *Fraser Valley College* | | *ACTA BC Travel Agent Course* | | *Abbotsford, BC Canada* |
| *Okanagan College* | | *Business Administration / Accounting* | | *Kelowna, BC Canada* |
| *George Pringle Secondary* | | *Grade 12 Diploma* | | *Westbank, BC Canada* |