***Noel Duchene***

***503-936-4310***

***noelpdx@gmail.com***

***Summary of qualifications:***

*\* Experienced planning, organizing, following up varied responsibilities in a timely and complete manner.*

*\* Proficient in developing and nurturing quality relationships.*

*\* Experienced in learning and utilizing policies and procedures to determine best course of action.*

*\* Able to resolving problems which arise in day to day activities.*

*\* Reliability and loyalty in past positions.*

***Skills:***

*Outlook, Excel, Access, JD Edwards, ACT, Windows, AS-400, TPS, MAS, Internet Research, Strong Customer service / Data Entry, Scanning, Mail Room.*

***Experience:***

***2001 to present: Aerotek Staffing***

*Short term contract for Columbia Sportswear – Business Specialty team, processing of purchase orders. Data Entry for coding, batching, Auditing, matching and reporting using JD Edwards AS400 system, verified accuracy of data, compiled spreadsheets by combining data from various software*

***2001 to 2010: Adecco Staffing***

*Short term contracts for customer service / administrative / data entry positions. Handled multiple customer service situations, order processing, customer resolution, lead generation. Order processing, RMA’s, Receptionist.*

***2006 to 2008: Gerber Legendary Blades – Customer Account Rep for Dealer Services***

*Organization, planning, data entry processing and tracking of material Purchase Orders for an account base of 600 plus customers. Acted as a Liaison between Customers and Manufacturing Reps. Assigned and issued credit for RMA’s. Coordinated samples. Participated in trade shows for training purposes when needed. Member of the Safety committee. Attended weekly production and logistics meetings to meet customer orders in a timely fashion. Company relocated my department to Wyoming.*

***2005 to 2006: Ballard Security, LLC Digital CCTV – Service / Project Manager***

*In charge of Scheduling of equipment installation, purchasing of equipment, Payment collections. Assisted with HR functions. Supervision and coordination of training programs for 3 in-house employees and field contract employees. Company was sold and relocated / owner filed bankruptcy.*

***2004 to 2005: Allied Electronics Catalog Distributor – Inside sales Representative***

*Inbound/outbound sales calls, lead generation, inventory of customer stock rooms, training customer on catalog products. Consistently met sales goals.*

***Education and Volunteerism:***

*2006 to present: Completed educational requirements in Excel, Outlook, Access and Order management.*

*2010: Certificate in Phlebotomy*

*2005 to 2007: Volunteer fundraiser for MDA fund and Breast Cancer Awareness*

*1995: Certificate in Massage Therapy / Holistic Health*