RONELLE L. PETERSON

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**SUMMARY OF QUALIFICATIONS**

I have a proven track record of increased responsibility in administrative positions throughout my career. I have high integrity and am a proven confidant. I am also extremely familiar with the workings of a retail organization, to include ordering and distribution processes, knowledge of inventory, data and financial processes. I am detail oriented and have strong statistical, financial and organizational skills. I am an excellent communicator, extremely motivated team player and have an outgoing friendly personality. I have a passion for learning our Legal system and have recently returned to school to pursue my Paralegal Degree/Certificate. I am ready and open for new challenges that the Legal field will bring. My main objective is to accept a capacity where I can expand my learning and grow within the Legal field.

**PROFESSIONAL EXPERIENCE**

**NIKE Inc**., **North America Retail March, 2004 to Present**

*Project Coordinator, Retail Connect, Factory Stores,* (June, 2011 to December, 2011)

* Member of Cutover Team for SAP Retail Connect project
* User Acceptance Tester for Purchase Order, Sales Pricing and Master Data
* Participated in Knowledge Transfer for Purchase Order, Sales Pricing and Master Data
* Train the Trainer Program to help facilitate in training classes as needed
* Create and Manage detailed Cutover Ramp Down, Downtime and Ramp Up processes for Buying Coordinator’s (BC’s)
* Monitor BC’s progress on Cutover plans, providing guidance and support to team
* Act as BC Communication liaison to Management and Retail Connect – addressing questions, comments and concerns
* Facilitate meetings to discuss new process and get feedback – provide positive reinforcement of new system
* Help create new process flows for current procedures used by Factory Stores
* Formal Instructor led training on SAP Retail – Master Data, Purchase Order Creation and Sales Pricing
* Implemented new processes during initial Go Live as issues were discovered.
* Notified and helped troubleshot as issues developed during Go Live.

*Buying Coordinator, Running/Basketball/Jordan/Walking Footwear Categories – Factory Stores,* (October, 2006 to Current)

* Ownership of Category Footwear Business for all North America Nike Factory Stores
* Champion of competing priorities and day to day functions of the footwear business
* Partner with Men’s Footwear Buyer to create more accurate pricing and data collection process
* Responsible for setting up and processing temporary and permanent pricing for footwear initiatives
* Contract all closeouts, RTV’s and special buys for Men’s Footwear using SAPR and SAP Wholesale
* Maintain extensive contract report of all footwear styles and size runs in Excel spreadsheet
* Partner with Inventory Management and Distribution to create streamline processes for Direct Shipments, Closeout Buys and Bgrades
* Partner with Distribution, Logistics and CEVA warehouse to create simplified Salesmen Samples ordering and distribution process
* Member of Re-Class project team to clean up data and create new class codes for Jordan and Action Sports footwear categories
* Utilize IBM I-series data transfer to create data intensive Excel spreadsheets for weekly/quarterly sales recaps
* On boarding and training of new Buying Coordinators

## Sr. Administrative Assistant to GM, Nike Factory Stores, (March, 2004 to October, 2006)

* Nike Factory Stores and US Retail organizational structure
* Complete calendar scheduling and meeting requests for GM & Director, Visual & Marketing
* Arrange domestic and international travel and process expense reports for GM and multiple team members
* Coordinate weekly group meetings, offsites and events
* Create and maintain extensive presentations, confidential reports and correspondence
* Provide assistance with miscellaneous projects and needs of entire Factory Store Team
* Assist with projects and weekly Factory Store initiative mailings and communication
* Worked with Community Marketing Specialist on Grant Programs and Portland Community Grant Event
* Completed Advanced PowerPoint Training/Advanced Excel Training
* Maintain events calendar and organizational charts utilizing Visio Software.

**RONELLE L. PETERSON, Resume –** continued

**NIKE Inc**., **Communications & Investor Relations January, 2004 to March, 2004**

*Executive Assistant to Vice President, Communications & Investor Relations*

* Maintained calendar and scheduling for Vice President.
* Arranged domestic and international travel and processed expense reports.
* Coordinated and transcribed at weekly Communications meetings. Included all partners from all geographic locations via teleconference.
* Coordinated travel, living arrangements, office space and international Ex-Pat documents for transfer from EMEA to Communications group.

**Fidelity National Title Company of Oregon** **July, 2003 to November, 2003**

# *Escrow Assistant*

* Assisted Escrow Officer in processing customer files and provide customer service for title transaction.
* Cleared title reports, legal deeds and insured correct information for re-conveyance of new trustees.
* Set up signing appointments, balanced escrow files, and processed all checks and disbursements.

**Leviton Manufacturing, Inc.** **March, 1998 to July, 2003**

*Executive Assistant & Sales Coordinator*

* Directly assist VP, Sales & Marketing, VP, Engineering and Director/General Manager of Operations
* Keep calendars, meeting minutes, process expense reports, schedule facility conference rooms and arrange all travel for Division
* Benefits Coordinator for company provided benefits including insurance and vacation/sick leave accrual. Employee contact for explanation of benefits and support.
* Coordinate extensive sales trainings, executive meetings and retreats
* Create and distribute monthly regional sales reports, quarterly reports and royalties.
* Monitor and approve all facility utility and event billings. Train and mentor other support personnel.
* Support other personnel and managers on PowerPoint and Excel software programs for formal presentations

**United States Postal Service June, 1987 to March, 1998**

*Account Representative, Sales & Marketing, Business Center Representative, Window Clerk*

**EDUCATION**

Portland Community College, Paralegal Certificate/Degree Program (ABA Certified), 2012 – Currently Enrolled

Portland Community College, Associates Degree Program, 1985–1992

University of Oregon, Major - Business Administration, 1983-1984