

ALLISON KENT-VANDEHEY

503-396-7405
Allikent93@hotmail.com

PROFILE

I am a creative thinker with a strong work mentality, I am motivated, highly organized, and detail oriented. Friendly, personable, and a valued team member. I am searching for a company with executives driven to help their employees succeed and improve.

EXPERIENCE

WAITRESS, HOULTON BAKERY; ST HELENS, OR — 2007–2008

While serving customers at the St. Helens Houlton Bakery I acquired skills such as multitasking, verbal and written communication, attention to detail, recommendations, maintaining proper accountability for orders and funds while keeping up a professional appearance.

STABLE WORKER, SILVER OAKS FARM; ST. HELENS, OR— 2008–2012.

Maintain 25 horse barn. Feeding, doctoring, exercising, cleaning stalls, for all horses at scheduled times.

MERCHANDISER, COLUMBIA DISTRIBUTING; PORTLAND, OR — 2012–2013.

Distributing beverages to stores. As a Columbia Distributing Merchandiser, I stocked, rotated and merchandised products so they were ready to sell. I also worked with the sales team to provide exceptional customer service to assigned accounts.

EXECUTIVE ASSISTANT, COLUMBIA DISTRIBUTING; PORTLAND, OR — 2013-2020.

I provided administrative support to the Executive Team, including answering phones, maintaining files, faxing, generating reports, and meeting preparations. Coordinate travel arrangements including air, car and hotel reservations. Prepare, edit, copy and distribute presentations in Word, Excel, and PowerPoint. Facilitate, arrange, and attend relevant functions and if necessary, take minutes or notes. Prepare and run pre-existing sales and financial reports. Effectively support correspondence with suppliers, customers, and staff via email, letters and/or phone/voicemail. Maintained a high level of confidentiality.

PARTS MANAGER, PELLHAM CUTTING; ST. HELENS, OR — 2020-2021.

Manage parts operations within the company to provide the highest level of investment through parts sales, inventory control, and expense control. Received, stored, and issued spare replacement parts, equipment, and expendable items used in maintenance shop. Takes inventory of parts and equipment and maintains inventory records.

**LENDING OPERATIONS OFFICE ASSISTANT, ONPOINT COMMUNITY CREDIT UNION (Temp)
; PORTLAND, OR — CURRENT**

Responsible for processing vehicle titles using respective state/agency guidelines, in a timely and accurate manner to assure a high level of customer satisfaction while satisfying Onpoint's policies. Open and accurately record incoming titles daily according to established procedures. Troubleshooting and problem resolution specific to titles. Match sold titles to invoices. Performs other duties as assigned or requested to assure optimum service levels.

EDUCATION

Highschool Diploma-Scappoose, OR

SKILLS

Outstanding troubleshooting, organizational and problem-solving skills. Great multi-tasking and a strong attention to detail in data records with excellent customer service. I am well versed in all aspects of Microsoft Office and extensively use ADP. I am an Oregon Notary with skills in legal documentation. Communication is my greatest strength.

REFERENCES

Kristy Larson-Teacher Otto Petersen Elementary
503-410-4927

Paul Meade-CFO Columbia Distributing 503-351-5973

Nancy Coverdale-IT Manager Columbia Distributing 503-358-5424

Lindsi Taylor- Director of Communications Columbia Distributing 360-487-

Lori Larson- Stable Owner 503-366-3467

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