

## Bethany Budzeak

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### Experience

2017 – Present      ***Intrepid Control Systems***      Madison Heights, MI  
**Customer Service Supervisor, Inventory Control Specialist, Licensing Coordinator**

- Managing customer service staff.
- Creating, issuing and maintaining database of software licenses.
- Managing and purchasing inventory of hardware, cables, and accessories.
- Coordinating with Production Manager to determine manufacturing schedule.

1/2011 – Present      ***Intrepid Control Systems***      Madison Heights, MI  
**Customer Service Representative / Logistics Coordinator**

- Responsible for issuing official quotes for USA and numerous international offices.
- Recording, processing, and shipping of all orders, domestic and international.
- Creating and maintaining records of quotes, orders, export documentation, and shipping receipts.
- Managing inventory of hardware, cables, and accessories.

3/2010 – 3/2011      ***Achatz Handmade Pie Company***      Troy, MI  
**Store Manager**

- Responsible for daily, weekly, and monthly product orders.
- Managing a staff of 6 and creating weekly schedule.
- Maintaining records of daily sales, inventory, employee files, and wholesale accounts.

3/2009 – 3/2010      ***St. Clair Shores Adult & Community Education***      Roseville, MI  
**Customer Service Representative (No Worker Left Behind Program)**

- Conducting daily training opportunity seminars.
- Administer and grade basic adult skills assessment tests.
- Create and maintain customer participation records.

11/2006 – 3/2009      ***Best Buy***      Roseville, MI  
**Geek Squad Counter Operations**

- Organization and filing of legal paperwork.
- Daily inventory of customer product.
- Forming relationships with Best Buy service centers.
- Providing solutions in difficult situations that benefit both the client and Best Buy.

4/2006 – 11/2006      ***Best Buy***      Roseville, MI  
**Hiring and Training Coordinator**

- Interview and hire seasonal employees.
- Produce and maintain new employee files.
- Lead new employee orientations.
- Organize and track training processes.

### References

Available upon request