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Key Skills

- Fast, Flexible Learner
- HTML, CSS, PHP
- Problem Solving and Logistical Analysis
- Data Retrieval and Analysis using SQL Queries
- Microsoft Windows / Office
- Strong Verbal and Written Communication
- Autonomous and Self-Motivated
- Continual Improvement and Self-Reflection
- Collaboration
- GNU/Linux and Open Source Solutions

Current Role

October 2015 – present: Account Coordinator and Branding Consultant at PROforma Stand Out Branding

Coordinate with vendors and decorators to meet clients' tight deadlines.

Duties

- Project Management in a fast-paced environment
- Get to know clients and their needs, and communicate capabilities and possibilities with honesty
- Analyze risks for all stakeholders
- Seek information on products relevant to clients' promotional needs from multiple sources; share production options, concept layouts, logistical parameters, and project budget concerns as needed.
- Coordinate art teams, vendor production teams, and third-party contractors to shepherd projects to completion
- Communicate key information to vendors, including order production requirements, in-hands due dates and locations, shipping methods, product enhancement methods, and relevant art files
- Analyze errors and identify remedies to ensure mistakes aren't repeated
- Generate and maintain accurate and up-to-date inventory spreadsheets for on-hand and incoming inventory using Excel
- Generate and maintain visual file lists of past customer product layouts searchable by order number, layout details, and other attributes
- Collaborate with e-commerce and web development team to manage and maintain jacksgear.com and qdobagear.com online stores

Past Experience

August 2001 – October 2015: Freelance Music Transcriber, Typesetter, Content Provider and Editor

- Manage Multiple Projects Concurrently
- Manage my own Marketing / Web Presence
- Multiple Enterprise Music Software Packages
- Collaborate with Clients
- Manage Expense Tracking, Invoicing, and Collections

Education

Bachelor of Music in Classical Guitar Performance and Minor in Religious Studies from Virginia Commonwealth University, Graduated in Dec 1998—3.21 undergraduate GPA, some graduate studies in Music Education at Arizona State University, 3.81 Graduate GPA before withdrawing