

# Cortland Finch

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## SUMMARY

*Diligent professional with experience in project management, logistic operations, legislative office administration, customer service, and client relations. Skilled in Microsoft Office Suite Applications, Google Applications, and SQL Server Express. Proven skills to improve and maintain operational and technical objectives. Seeking opportunity to leverage technical and project operation skills, innovative and collaborative knowledge and experience abilities to further explore a technical career utilizing product design and project management.*

## EDUCATION

### University of South Carolina

Bachelor of Science, College of Hospitality, Retail and Sport Management

May 2018

## EXPERIENCE

### International Roll-Call Corp, Richmond, VA

August 2020 – Current

#### Lead Product Specialist

- Provide on-site installation, technical and maintenance services for legislative Control Systems and Display Systems.
- Research and resolve hardware and software technical issues with integration to xmLegislator™ Voting Software.
- Provide software application installation/configuration support along with training for xmLegislator™ Voting Software, xmOverlayCG Video Character Generating System.
- Develop, create, and administer project implementation plans, utilizing Microsoft Word and Excel, to provide for the organization of involved personnel, teams, and resources and the timely completion and delivery of projects and related products.
- Perform legislative client on-site visits for preventative maintenance involving hardware and software.
- Utilize 3D CAD modeling and graphic design software to produce visual models of legislative products for clients.
- Design and create graphics and multimedia resources for company website, social media, and publications.
- Develop and implement innovative company public relations strategies for effective communication methods to clients regarding company products, services, and solutions.

### McKesson, Richmond, VA

#### Fulfillment Analyst

March 2020 – June 2020

- Built requirement plans for 10 Distribution Centers to optimize full truckload deliveries from the international warehouses to the forward distribution center locations.
- Utilized ERP/MRP Systems and knowledge gained from distribution center branches to execute a plan and obtain preset goals to meet Days Sales in Inventory (DSI) targets.
- Created and managed purchase orders, sales orders, backorder management, and regional distribution center shipment planning.

### Virginia House of Delegates, Richmond, VA

#### Administrative Assistant to Delegate C.E. Cluff Hayes, Jr. and Delegate Hala Ayala January 2020 – March 2020

- Served as the first point of contact for constituents and lobbyists to two members of the House Delegates and their staff during the 2020 General Assembly Session.
- Performed administrative office functions including data input for constituent surveys, creating and maintaining member databases, preparing constituent correspondence and exemplary recognition letters/certificates using Microsoft Office Suite applications, organizing member mass mailings and other constituent communications as required, and tracking legislation using various legislative process technologies.