

# KATHERINE RODRIQUEZ-ROLLOW

Aurora, CO 80010  
katrod4545@gmail.com  
4058927039

Authorized to work in the US for any employer

## WORK EXPERIENCE

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### **Sales Training Manager**

**AmptonCorp** - Centennial, CO

January 2020 to Present

Responsible for the setup, to include any troubleshooting, and breakdown of sales requiring technical support. •Translated and assembled business requirements into detailed, sales-level technical specifications, detailing differences between USA and EURO/Poland markets. •Interacted with b2b clients to analyze the process and gather the requirements, making necessary changes to prices and shipping to full their reporting and business needs. •Assisted in a l web design, graphic design, and marketing campaigns for company. Designed and managed e-commerce, websites, blogs, design logos, catalogs, packaging, and marketing co lateral. Integrated social media applications on web sites and blogs. •Developed and maintained reporting procedures for tracking the effectiveness of various programs. Supervised and motivated staff by recognizing and rewarding individual achievements, maintaining a positive attitude, encouraging creativity and delegating tasks appropriately. Evaluated programs to determine necessary equipment and supplies and maintained inventory controls.

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### **Business Manager**

**Lancôme** - Denver, CO

June 2018 to January 2020

As a Lancôme business manager, I strive to strike a balance between success and fulfillment. Everyday I not only create, manage and achieve sales goals, but I also create social goals and experiences centered around a trust built with my clients.

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### **Assistant Store Manager**

**Salt & Straw** - Portland, OR

June 2017 to February 2018

Salt and Straw showed me what an exceptional hiring process and uninhibited encouragement and kindness can do for the work environment. I not only learned an expanse of motivational leadership but also how to effectively teach and expect results of those lessons. In every day I saw the fruits of my labor mirrored in my coworkers faces and in the interactions they held with customers around me.

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### **Supervisor Restaurant/Hotel**

## **Museum Hotels - Oklahoma City, OK**

May 2016 to May 2017

21c is famous for their beautiful historical locations and our spot in revitalized western Oklahoma City was no exception. Going to work in a building I had admired and heard stories of for years was one of so many wonderful pieces of this position. This was also a position that recognized me for my achievements and offered me upward mobility too. Every day was different and you really never knew who or what was going to walk through the hotel doors. From celebrities to pro sports stars and their coaches, tech giants, ceo's and locally loved regulars, there was a guest who knew something about ANYTHING. That also meant dealing with a bevy of requests and personalities that without the right hospitality could clash. Luckily 21C has a fantastic hiring process and team integration and an incredibly supportive management team.

### Customer service

- Cash transactions
  - Sales
  - Management
  - Counseling
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## **Receptionist**

### **University of Central Oklahoma - Edmond, OK**

August 2011 to December 2015

### Clerical duties

- Promotional events
  - Customer service
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## **Leasing Agent**

### **University of Central Oklahoma - Oklahoma City, OK**

May 2015 to July 2015

### Customer service

- Clerical duties
- Housekeeping
- Minor repair skills
- Minor electrical skills
- Childcare

## **EDUCATION**

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### **Bachelor's in Strategic Communication**

#### **University of Central Oklahoma - Edmond, OK**

December 2015

## **SKILLS**

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- CUSTOMER SERVICE (5 years)
- RECEPTIONIST (5 years)
- RETAIL SALES (5 years)

- CLERICAL (4 years)
- ADVERTISING (Less than 1 year)
- Bookkeeping (3 years)
- Blogging (7 years)
- Key Holder
- Public Relations
- Property Management
- Restaurant Management
- Business Development
- Salesforce
- Marketing
- Property Leasing
- B2B Sales
- E-Commerce
- Branding
- Business Requirements
- Requirements Gathering
- WordPress
- Adobe Creative Suite
- Graphic Design
- Digital Marketing ASSESSMENTS Social Media -- Highly Proficient May 2020 Creating content, communicating online, and building a brand's reputation. Full results: <https://share.indeedassessments.com/attempts/d8db6678d12acd711f8a943e5c437eae> Written Communication -- Highly Proficient May 2020 Best practices for writing, including grammar, style, clarity, and brevity. Full results: <https://share.indeedassessments.com/attempts/e8cc3ef86dbdbef8e1b1a9e585220c0eed53dc074545cb7> Search Engine Optimization -- Proficient May 2020 Interpreting online website performance metrics and understanding search engine optimization tactics. Full results: <https://share.indeedassessments.com/attempts/3abea3aeb024cdd1814ff17af6c09b4beed53dc074545cb7> Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.
- Adobe InDesign
- Adobe Photoshop
- Google Analytics
- Social Media Management

## ASSESSMENTS

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### Marketing — Expert

July 2020

Understanding a target audience and how to best communicate with them.

Full results: [Expert](#)

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### Work Style: Conscientiousness — Highly Proficient

July 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Highly Proficient](#)

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### **Attention to Detail — Expert**

August 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Expert](#)

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### **Office Manager — Familiar**

August 2020

Scheduling and budgeting.

Full results: [Familiar](#)

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### **Cognitive Ability — Highly Proficient**

July 2020

Combining pieces of information to form general rules or conclusions.

Full results: [Highly Proficient](#)

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### **Supervisory Skills: Motivating & Assessing Employees — Proficient**

August 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Proficient](#)

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Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.