Laura C. Gipson

**470-399-3399**

**LauraCGipson@gmail.com Greater Atlanta area**

**PROFESSIONAL PROFILE**

A strategic professional with experience in Administration, Purchasing, Logistics and Warehouse Receiving. Seeking a position

where I can contribute my extensive skills toward supporting a dynamic organization in optimizing performance and productivity.

**PROFESSIONAL EXPERIENCE**

**ZIRTUAL-** Remote (Columbus, OH)

**April 2019- November 2019**

*Privately held American company that provides virtual assistant services to professionals, entrepreneurs and small corporate teams.*

**Virtual Executive Assistant**

* Served as executive assistant for multiple small business CEO’s around the world simultaneously
* Managed international and national travel, created itineraries, prepared expense reports, scheduled meetings
* Performed regular inbox and calendar management
* Created spreadsheets and presentations
* Formulated social media plans, maintenance and upkeep across multiple social media channels
* Responded to customers on the CEO’s behalf

**HALO, PURELY FOR PETS -** Tampa, FL

**July 2010- February 2019**

*A privately held Natural Pet Food Company with annual revenue of $12.8M*

**Purchasing & Operations Coordinator/ Executive Assistant to CEO**

* Support executive staff, including CEO, CFO, three VP’s (Sales, Marketing, Purchasing/Logistics) with travel, expense reports, presentations, managing sensitive and confidential projects, and candidate sourcing. Board of Directors meeting preparation, composing correspondence and coordinating off-site meetings and catering. Represent company at local fundraising events, provide potential consumers with product knowledge and respond to product inquiries.
* Create spreadsheets and presentations using Microsoft Office applications.
* Experience in Accounts Payable and Receivable. Perform Fulfillment and Receiving transactions, process inventory transfers, adjustments and customer returns. Receive inventory into accounting system. Process invoices for customers and vendors. Manage vendor purchase orders and inventory. Maintain product listing.Create monthly accounting reports.
* Research and prepare competitor pricing and analysis, track and analyze costs to ensure competitive pricing on products, conduct business research and due diligence, maintain business relationships and vendor contract interface including facilities management, hotels, office supplies, facilities and refreshment suppliers.
* Coordinate and facilitate nationwide donation orders and deliveries.
* Complete filings of quarterly tonnage, product registration and annual commercial feed licensing for Halo products with the Department of Agriculture in each state. Perform frequent product inspection to ensure that all of our products live up to our   
  high quality standards and are suitable for nationwide distribution. Manage CapEx reports for company assets.
* Book and manage LTL and truckload shipments and deliveries. Prepare freight bills and claims.
* Prepare and update monthly sales forecast reports for multiple regions. Maintain log for product analysis and testing.

**CLUB CLEAN, LLC –** Palm Harbor, FL

**June 2007- April 2010**

*The Bath Solution; Largo Golf Emporium; Security on Site Inc.; EZ Cure Golf*

**Executive Assistant to the President**

* Managed daily operations of the businesses, including invoicing, billing, order processing, and customer care.
* Coordinated inbound and outbound logistics, nationally and internationally; coordinated with international brokers and   
  freight forwarders to ensure timely shipments and possession of proper inbound and outbound documentation for shipments.
* Supported the sales and marketing teams.
* Designed email marketing campaigns.
* Coordinated purchasing and aided in design of retail product packaging.
* Maintained and updated company inventory through ACT! and Quickbooks software.
* Prepared monthly and quarterly sales reports.
* Handled international and national travel arrangements for the President and his associates.
* Scheduled appointments and meetings for the President.
* Extensive research for cost and project analysis.
* Maintained, edited, and updated existing company websites.
* Created and designed spreadsheets, forms, and presentations using Microsoft Office applications.

**EDUCATION**

**B.A. in Business Administration - Auburn University, Auburn, AL May 2007**

Coursework included: HR Management, Marketing, Accounting, Finance and Logistics

**PROFESSIONAL DEVELOPMENT**

Proficient in Microsoft Office applications. Additional skills include QuickBooks, NetSuite, and ACT!