

• Smyrna, GA 30080

Experience

Contract Screen Printer and Embroiderer, Kennesaw GA

Nov 2017-Apr 2018

Account Representative

- Receive and organize email correspondence using Microsoft Outlook. Generate written orders and enter garment decoration details in Excel.
- Work with graphic designers to produce art proofs and order information for approval.
- Provide quotes, lead times, product information and process payments for distributors and walk in clients. Ordered garments, maintained showroom and filing system.

Promotional Products Supplier , Plymouth MA

Sept 1999-May 2017

Office/Operations Manager- January 2007 - May 2017

- Reported directly to the company owner. Developed and streamlined standard operating procedures for a staff of 26 in office and production. Average production of 30 orders and 30,000 pcs. of time sensitive promotional products produced daily, 30%-40% with 1-3 day turn around time.
- Collaborated on all print and digital marketing for monthly distribution to over 40,000 industry distributors. Oversaw all aspects of scheduling, travel, and staffing to exhibit at 3-6 industry tradeshows annually.
- Maintained FileMaker Pro database, creating scripts and layouts to organize production and CRM for over 2000 distributors.
- Hired new employees, produced weekly payroll through ADP. Managed human resource and benefits programs, setting policies for a positive and productive workplace

Accounts Receivable Clerk / Screen Printer - September 1999- January 2007

- Generated daily invoices. Performed accounts payables through Quick Books. Maintain office equipment and order office supplies as needed.
- Provided customer service to distributors by phone and through email communication. Fulfilled samples requests integrating company database with UPS and FedEx software.
- Backed up art department, editing artwork as needed using Adobe Illustrator and Photoshop.
- Set up and ran semi automatic screen presses. Mixed ink colors and adjusted press for the highest quality imprint on a number of substrates. Met or exceeded daily production goals.

Skills: Adobe Illustrator, Adobe Photoshop, FileMaker Pro, Microsoft Office, Quick Books

