

Renee Page

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About Renee

- I am a hard working employee who values strong work ethics and honesty.
- Every employer I have worked for has commented on how reliable I am and has been thankful for my flexibility. I do not let my employer down.
- I am a motivated individual who is eager to always learn something new and to master each new task set before me. I take pride in my work, no matter what it is.
- I work well with a team or alone. Whatever you can throw at me, I can handle *without complaint*.

Work Experience

Scholastic Book Fairs

Sales Assistant

Olympia, WA

6/2009 – Current

- Manages all marketing inventory to avoid untimely shortages of brochures, envelopes, letterhead etc. prior to important mailings.
- Assist sales consultants with invitation preparation for host schools, hotel shows etc. including ordering through an off sight printer.
- Reviews and calculates commissions for inside consultants for payroll.
- Prints daily confirmations, distribute to consultants.
- Prints daily audit trail, review for changes and correct as necessary.
- Assists in planning sales incentive programs to motivate consultants and build a positive working environment.
- Assists sales manager with training of new consultants.
- Assists sales department handling overflow calls for reorders, bookings etc. Cover open territory due to illness, vacation or dismissal and attends all sales meetings.
- Liaison between sales and operations reviewing contracts, reorder procedures, and printing specific warehouse/driver sheets as needed due to changes.
- Assists customers coming in for restocks or book orders.
- Attends hotel shows, conventions or host schools as needed.

Immedia

Senior Data Services Specialist

Fife, WA

2/2007 – 6/2009

- Database management, data entry, building queries, creating reports, and data manipulation. Data file formats I am well-versed in include:
 - Excel Files (.xls or .xlsx)
 - Access (.mdb)
 - Dbase (.dbf)
 - Delimited text files (comma, tab, etc.)
- Works on marketing team and assists in creating and implementing new campaign ideas.

- Frequently designs mail pieces, inserts, newsletters, and other mailers in Photoshop and Adobe InDesign. Integrates databases with InDesign using XMPiE.
- Prepares, sends and maintains e-broadcasts for clients.
- Trains employees, balances schedules and streamlines job procedures.
- Can do intermediate programming in Visual Basic and VBA.
- Highly skilled with Mail Manager 2010
- Very familiar with USPS standards for presorted mailings.

Ajilon Professional Staffing

Verifications Coordinator for Labor Ready

Tacoma, WA

1/2/2005 – 2/2007

- Processed employment verification reports for regional Labor Ready branches.
- Performed heavy data entry and data management.
- Created daily departmental activity reports.
- Filing and mail sorting; general office assistant tasks.

Fremont Investment & Loan

Administrative Assistant

Anaheim, CA

8/2004 – 10/2005

- Receptionist at the corporate office; duties included operating a ten-line phone and conference scheduling.
- Mailroom work; sorted and delivered inter-office mail and worked in shipping/receiving.
- Occasional maintenance work, including working with vendors.
- Trained new employees, helped streamline processes and create operation manuals.

Education

Mt. San Jacinto Community College

Menifee, CA

Graduated with honors after completing over 60 units and maintaining a GPA of 3.72

- *AA Humanities* – This degree encourages art, critical thinking, listening, writing, and discussion aimed at decision-making.
- *AA Multimedia* - This degree focuses on creating, promoting, and distributing multimedia products. Areas of focus included DVD/CD products, internet products, video and photographic projects, digital art images, and printed material.
- *AS Mathematics/Science* – This degree involves the use of mathematics and a variety of sciences.

Hobbies

- Graphic design
- Web authoring
- Drawing, painting, sculpting
- Digital photography
- Building and fixing computers.