

# Edward Austin

OFFICE COORDINATOR

✉ info@resumekraft.com 📞 +1-202-555-0135 📍 New York, US [in linkedin.com/in/edward](https://www.linkedin.com/in/edward)

## SUMMARY

I am looking to obtain a position within a challenging and dynamic environment that will enable me to use my strong organizational skills, former employment background, and technical expertise.

## PERSONAL SKILLS

Problem Solving	● ● ● ● ●	Time Management	● ● ● ○ ○
Innovative	● ● ● ● ●	Critical Thinking	● ● ● ● ○
Attention to Detail	● ● ● ● ●	Strategic Planning	● ● ● ○ ○
Efficiency	● ● ● ● ○	Adaptability	● ● ● ● ●

## EXPERIENCE

### Print Production Coordinator

**Novolex** *Jul 2019 - Present*

Primary responsibilities include review all final project file items before releasing to supplier to assure accuracy and must be within project/estimate scope. Head responsibility for quality control aspects on allocated print projects.

### Office Coordinator

**Alex Lee** *Apr 2018 - Jun 2019*

Record, manage, and maintain a database of all incoming and outgoing sales and expenses in file room. Reorganized the file system for better efficiency and traceability. Order and maintain stock of office supplies. Cleaning and organizing the overall office space.

### Amazon Seller Central / eBay Account Manager

**Blackhawk Network** *Jan 2018 - Jan 2019*

Maintain and improved listings on various marketplaces (title, description, images, prices, product specs, customer questions, reviews, etc.) to increase product visibility, rankings and sales. Increased FBA and overall merchant sales significantly (raised by \$8,000 per month). Created images in Photoshop to upload in product listings.

### General Warehouse Operations

**Crowley Maritime** *Jul 2016 - Dec 2017*

Take physical stock of warehouse operations and make recommendations for improvements. Enforce company policies and procedure to make sure that each unit is working. Oversee merchandise levels and make sure that incoming orders are processed properly

### Order Processor

**Guitar Center** *Dec 2014 - Jul 2016*

Accurately processes customers' orders into OMS software, ensuring that all proper discounts, special pricing and/or arrangements, terms of payments and shipping details are properly applied to orders.

### Lead Canvasser

**Optiv Security** *Aug 2013 - Nov 2014*

door to door sales using negotiation skills. Responded to all customer inquiries in a timely manner. Combined customer service and listening skills with marketing knowledge to solicit appointments

and for the purpose of creating public interest in buying the product. Learned valuable lessons in customer service, such as dealing with rejection and how to handle hostile individuals.

**Cashier / Merchandise / Markdown / Stockroom Associate**

Sidley Austin *Nov 2011 - Aug 2013*

## EDUCATION

**MBA**

Illinois Institute of Technology *2008*

General Education

**United Education Institute - Redlands**

**Certificate** *Aug 2010 - Nov 2011*

Pharmacy Tech

## SOFTWARE KNOWLEDGE

Amazon.com



ShipStation



Word



Excel



eBay.com



Photoshop



PowerPoint



Clover



Shopify.com



QuickBooks



BigCommerce



WordPress

