

Erin M. Anderson

Objective

Seeking a remote, entry-level position in which I can demonstrate my reliability, organizational skills, and priority in relationship-building.

Experience

March 2020-present

Purchasing Coordinator • TriMark RW Smith

Responsible for purchasing tabletop products to replenish stock within warehouses and for direct shipment to customers, inventory management, problem solving product errors and damages, pricing review, resolve invoice discrepancies and support sales staff as needed, manage supplier relations

October 2017 – March 2020

Purchasing Admin Assistant • TriMark RW Smith

Office supply and business card orders, facilitate set-up of new vendors, prepare department metrics for monthly meetings, prepare inventory reports for Buyers, manage all stock and nonstock pricing for all vendors within ERP system, responsible for discounts updates within AutoQuotes for western district, organize and maintain file system

January 2011 – October 2017

Customer Service • Jeanne Simmons Accessories

Receive and process customer orders via fax, email and phone, process product returns and refunds, prepare inventory counts and product information for customer flash sales, proof and edit seasonal catalogs, maintain and update customer information as needed

Key Skills

- Passion for learning
- Creating & keeping deadlines
- Consolidating procedures for efficiency
- Strong communication and interpersonal skills
- Flexible – ability to work within a team & independently
- Proficient in Microsoft Word, Excel, Outlook
- Experience with ERP systems (SX & QuickBooks)

Contact

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Education

May 2016

B.A. Social Sciences

Cal State University San Marcos

May 2013

A.A. Social Sciences

Palomar Community College