

Renee Page

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<http://www.imagedblue.com>

Skills

- Supervisor experience with a team of 25.
- Diverse customer service experience.
- Innovative trouble shooting.
- Acquainted with Sales techniques such as Sandler and Situational Leadership II.
- Advanced Microsoft Office user. Includes Access, Excel, Word, Powerpoint, Outlook, and Publisher.
- Hardware friendly; computers, printers, copiers, phones, verifones, etc.
- Adaptable to changing environments and new challenges.
- Capable of organizing large events.
- Experienced with working in a fast paced, deadline driven environment.
- Advanced Adobe Acrobat, Photoshop, and InDesign user.

Work Experience

Scholastic Book Fairs

Olympia, WA

Sales Assistant

- Assistant to the Northwest Region Sales Supervisor and Sales Manager and team of 25 Sales Consultants. Stand in for supervisor when needed.
- Create, update, and maintain a variety of reports and databases.
- Schedule meetings and conference calls.
- Assists sales team with questions, phone calls, reports, etc.
- Help fill in for sales consultants who are out of the office by maintaining their territories while they are away.
- Continually work with the branch managers and operations department on capacity issues and routing changes.
- Assist in setting up and running seasonal sales conferences.

Immedia

Fife, WA

Senior Data Services Specialist

- Database management, data entry, building queries, creating reports, and data manipulation. Data formats I most often used:
 - Excel (.xls or .xlsx)
 - Access (.mdb)
 - Dbase (.dbf)
 - Delimited text files (comma, tab, etc.)
- Trouble shooting hardware and software issues.
- Frequently designed mail pieces, inserts, newsletters, and other mailers in Photoshop and Adobe InDesign. Integrated databases with InDesign using XMPiE.
- Prepared, sent and maintained e-broadcasts for clients.
- Trained employees, balanced deadline oriented schedules and streamlined job procedures.

Fremont Investment & Loan

Anaheim, CA

Administrative Assistant

- Assisted in maintaining computers and equipment in mail rooms.
- 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

- AA Humanities, AA Multimedia, AS Mathematics/Science
- Phi Theta Kappa Vice-President - Graduated with honors.