

Bre Lloyd

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I live and work by my campsite theory: if you have to leave a place, make sure it's better than when you got there.

Skills

-Excel and the entire Microsoft suite	-Project Management	-InDesign, Adobe Illustrator
-CRMs: SAP, Salesforce, Monday	-Inventory Management	-Invoicing, payables
-QuickBooks	-Problem Solving	-Market Research
-NetSuite	-Communication	-Customer Service

Experience

Financial Administrator and Logistics Coordinator, Mercanta, Seattle, WA, Oct 2021 - Nov 2022
Processed orders, created same day invoices using SAP and QuickBooks, tracked shipments through various carriers, processed payments, created quotes and contract for clients, processed payables and tracked import containers.

COVID Case Investigator and Contact Tracer, Aerotek, Seattle, WA Jan 2021 - Apr 2021
Participated in ethical data collection via Twilio and Secure Access Washington (secure data collection portal)

Finance Customer Service Representative, Smartsheet, Seattle, WA May 2020 - Aug 2020
Worked in Salesforce to help maintain finance customer requests via case queues. Processed payments through NetSuite.

Customer Care Specialist (Seasonal), Fran's Chocolates, Seattle, WA Sept 2019 - Dec 2019
Processed customer orders and shipments across the nation during the busy season

Order Management Coordinator, Tableau Software, Seattle, WA May 2017-Sept 2019
Solved customer issues, and processed orders through Salesforce Contributed to continuous improvement, which led to a few successful projects and policy changes/additions, guaranteeing a 15% decrease in open cases.

References

Neil Oney 917.803.9477

Jill Killen 206.484.6693