

Inventory Specialist



Tommy Robertson

Pearl, MS

Job Preferences:

Desired job title:	Inventory Specialist
Desired occupation:	Inventory Specialist
Employment type:	Full time, Part time, Contract, Temporary, Work from Home, Internship
Career status:	Active job seeker
Available to start:	06/2021


Education:


09/2000 – 06/2002	University of Tampa Computer Information Systems Studies, Bachelor
09/1978 – 06/1981	College of the Ozarks Business Administration & French Major Studies

Work Experience:

01/2006 – Present	Graphic Arts Specialist III JACKSON PUBLIC SCHOOLS Design of school communication and education collateral. Creative for seasonal school promotions and manuals. Manage customer print jobs.
01/2017 – 12/2020	Independent Contract Driver LYFT DRIVER Driver
01/2016 – 12/2020	Independent Contract Driver UBER DRIVER Driver

01/2000 – 01/2006	<p>Creative Service Specialist & Website Administrator / Marketing Services Manager</p> <p>THE MELTING POT RESTAURANTS, INC.</p> <p>Management/Manager, Marketing</p> <p>Managed creative marketing services and franchisee support for the 100+ location upscale fondue concept. Supervised layout and design of print ads and marketing collateral chain wide, management of company technologies and equipment / application maintenance of computer systems; development of restaurant marketing and sales toolkit. Developed an internal database to improve franchise communications via FranConnect intranet. Designed collateral for the first system wide menu promotion and holiday campaign. Reduced print costs to the company by spearheading the Kinko's DocStore document management system; reduced chain costs by \$16k. Developed Fondue Creative Central to improve location project management and communication with clients/franchise locations. Established/set-up initial marketing department staff and structure, currently supervise two department team members.</p>
01/1989 – 01/2000	<p>Senior Art Director</p> <p>HEALTHPLAN SERVICES</p> <p>Director</p> <p>Design of company communication and sales collateral. Development of direct mail programs. Creative for company sales catalogues. Managed document bids and departmental request for proposals (RFPs).</p>

<div> <div></div> <div>Language Skills:</div> </div>		
Native:	★★★★	English
Intermediate:	★★	French

<div> <div></div> <div>Skills:</div> </div>	
n/a:	<p>Standards Compliance, desktop publishing, DATABASE, Adobe Photoshop Expert, Adobe Illustrator Expert, Adobe ImageReady Expert, Adobe InDesign Expert, Microsoft Office Expert, QuarkXPress Expert, Dreamweaver, HTML, CSS, PHP, Flash, Committed to fostering, developing productive business relationships</p>