

Richard Van Horne

richardvanhorne@gmail.com



661-747-2916

Objective

My career objectives are two fold. As a mid-term objective I would like to utilize the basket of knowledge & experience within the organization in which I will work in the near future. Finally, as my long-term objective, I would like to be the part of the management. I hope to build on my previous experience in marketing and sales to one day hold a management position in a marketing environment. I have worked in a variety of customer service and no employer would give me a bad recommendation.

BLPS-Process Server

6/10-2/11

- Process server
- Delivery of court documents and subpoenas
- Learned conflict resolution by mitigating hostile parties
- Maintained records and receipts of documents and orders

Brookside Market-Cashier

3/11-12/12

- Manage a POS machine.
- Interact with customers daily.
- Manage and stock inventory.

Knowles Solar-Canvass Manager 12/14

1/13-

- Began as a door-to-door canvasser and worked my way to management.
- Organized and led a team of canvassers on door-to-door marketing.
- Created and centralized door sales techniques.

Uniforms Specialist-Inventory Clerk/Sales Associate

01/14-09/14

- Manage a rotating inventory of uniforms and gear through QuickBooks 7 POS.
- Maintain a neat and orderly work environment.
- Process, ship, order and manage customers orders.

LPS Computer-Assistant Office Manager

9/14-1/14

- Work with contracted accountant on AR/AP using Quickbooks 14
- Process, ship, order and manage customers orders for our website lpscomputer.com
- Maintain strong in-house communication with team
- Work from my own desk and solve problems efficiently and creatively

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Western Hydro Corp-Inventory Clerk

4/15-6/16

- Manage stock rotation
- Maintain shipping and receiving protocols
- Deliveries to customers

Education

Bakersfield High School

2007-2011

At Bakersfield High School I was a 4 year athlete in football and was well rounded by engaging in Forensic debate, choir, and student body. I was in all AP classes finishing the math curriculum and finished with a 3.7 GPA

Bakersfield College

2011-2013

At Bakersfield College I majored in Political Science and was a tutor to other students at the Student Services building with an emphasis on history and astronomy. I finished by graduating with my A.A. with magna cum laude honors.

Skills

- Strong personal communicator
- Confident public speaker
- Apt to learning new skills
- Quick learner
- Broad technical knowledge

References

Jake Barbosa-Manager-Western Hydro-661-399-0184

Claire Ware-Office Manager-Knowles Solar- 540 679 9130

Garrett Duckworth- Manager- Uniforms Specialist- 760 421 9325