

Isaac J. Ludwig

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Traits

Adaptable *Dependable*
Honest *Creative*
Organized *Outgoing*

Summary of Qualifications: =====

- Computer Literate, Microsoft Programs, Excel, Quickbooks
- Customer Relations, Technologically Proficient, Invoicing
- Reception, Fast-paced food service, Order Fulfillment
- Marketing, Cash handling, Data Entry, eCommerce

Recent Experience: =====

6/2023 - Present *Market Street Liquidation* Springfield, MO

eCommerce Marketing Assistant

- ~Research analytics and market trends, take pictures of inventory and upload.
- ~Clean items for sale- ensuring quality and functionality of item.
- ~Inventory accountability, sort amazon bins, and take part in group discussions on projects.

12/2022 - 9/2023 *O'Reilly Auto Parts Corporate* Springfield, MO

Account Maintenance Specialist

- ~Managed, created, and changed new and existing credit accounts.
- ~Created letters, emailed customer listings, completed data sheets, and emailed field team.
- ~Pulled credit reports, scanned, indexed, and transferred application information.

1/2022 -11/2022 *Walrus Oil* Ozark, MO

Fulfillment Specialist

- ~Completed wholesale shipments, inventory, spreadsheets, invoices, and periodic sales calls.
- ~Collaborated with ideas and inspiration for the products and development as a company.
- ~Frequently substituted for the E-Commerce Manager.

Education: =====

Parkview High School - Completed

Springfield, MO

Leadership 101 & 201 - Graphic Design I & II - Photography - Digital Design - Portfolio