

Zigi Medrud

PROFILE

I am a positive team player with excellent communication skills, both oral and written. I started working at a young age in the garment and fashion industry. After starting a family I made a career in education. These gave me the ability to motivate others to accomplish tasks they didn't think they could. I have an innate sense that I can do anything if I try it. Teaching others the skills they need for a job is strength of mine.

EXPERIENCE

OFFICE ADMINISTRATOR, HAMMETT PACKAGING, INC. 2017-PRESENT

I am the office admin, production manager. I am also in marketing, procurement, calculation of cost of goods, pricing and ROI. Lead generation, marketing campaigns and research are a few of my responsibilities as well. I have been involved with product development, which is my favorite part.

MARKETING ASSISTANT, OFFICE RELIEF 2015-2017

I worked with the marketing director on newsletters, advertisements, company brochures as well as collaborated on projects such as a user guide for a portal system and internal instruction manual for our CSR's. I was sales support and organized trade shows, events and travel. I researched competitors, consultants, and content to share on social media. I created an image library to access offsite. I managed a satellite office/warehouse with shipping /receiving.

OWNER, ROOM WITH A VIEW 2013-2015

Owned and operated a workroom for designers. I fabricated and constructed interior and exterior designs for businesses and individuals. Day to day maintenance included, proposal writing, pattern making, purchasing, shipping/receiving, delivery and pick-up, outsourcing contracts, accounting, basic office duties, and creating spaces that my clients and their customers would love and enjoy.

PROGRAMS & OTHER SKILLS

QuickBooks, Salesforce and other CRM programs, Microsoft Office programs, Mail Chimp and other email marketing platforms, Adobe programs. WIX, Social Media. Canva, PayPal, Square, eBay, Amazon, Shopify.

Collaboration - time management - relationship building - creativity - strong work ethic - adaptability - task delegation- team player

EDUCATION

College of the Redwoods, Eureka, CA -- Studied Educational Psychology and CIS

Shasta College, Redding, CA—Psychology, ECE, nutrition

REFERENCES

Upon request

