

Brian Treusch

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320 S. West St., Royal Oak, MI 48067

Objective

- DESCRIPTION of me... seeking an opportunity to...

Overview

- Hard-working, dedicated, resourceful, customer satisfaction and information technology professional...

Key Words		
software	customer	customers
completed	inventory	vendor
maintain	assisted	sales surplus
Similar Resumes		

Employment History

- 03/09-Present **Wayne State University** Detroit, MI
Applications Specialist, Computing and Information Technology, Customer Services
- Product management
 - Adjust marketing materials to meet growing and seasonally fluctuating customer needs and demands
 - Performed targeted sales and distribution to targeted customers for multiple seasonal software products
 - Maintain product web pages
 - Achievements/Contributions
 - Streamlined software production for internal use by creating a library of software images, thereby fostering increased automation in bulk production of software media
 - Eliminated inventory loss by creating and implementing dynamic electronic software sales logs
 - Assisted in revision, and spearheaded implementation of processes for following up on processed software orders, and completed PC repairs for end users
 - Purchasing/Inventory Management - Vendor Accounts
 - Manage purchase order accounts and maintain relationships with vendor representatives
 - Manage inventory of physical software media and licenses
 - Process purchase invoices
 - Maintain documentation of vendor orders
 - Customer Sales/Service
 - Fill customer orders, and respond to general inquiries expediently
 - Provide tier one support to software and hardware customers
 - Regularly assisted customers for the PC Clinic (shared office space)
- 01/07-03/09 **Wayne State University** Detroit, MI
Computer Technician, Inventory Management/Organization - Student Assistant: Property Management Office
- Receive, organize, and inventory surplus property
 - Repair/rebuild computers for university use, and public sales
 - Perform resale of surplus items
- 04/03 - 08/06 **Autozone** Marine City, MI
Customer Service/Sales
- Marketed products to customers
 - Researched and responded to customer needs
 - Assisted in training of new employees
 - Completed monetary transactions

Education

- 2008 **Wayne State University** Detroit, MI
Bachelors of Science in Business Administration with a focus in Management Information Systems
- Completed: December 2008
 - Final GPA: 3.36 - Graduated Cum Laude
- 2006 **Saint Clair County Community College** Port Huron, MI
Associates of Arts and Science: Computer Information Systems - Major: Computer Networking

- Completed: August 2006

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