

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	sales	maintain
assisted	vendor	products
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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