

Jessica Elam

Self-motivated and detail-oriented business professional with 8 + years of experience in a small business office environment.

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EXPERIENCE

Roman Incorporated, Bloomington, IL – Senior Purchasing Coordinator

April 2021 – Present

- Analyze the different divisions to decide if we need to buy product or not
- Cut POs based on company needs
- Communicate with vendors on the status of POs
- Work with imports on special orders / directions

Roman Incorporated, Bloomington, IL— Brand Coordinator

April 2016 – April 2021

- Import and release 500+ new products, while managing 5,000+ existing product on an annual basis
- Cultivate and maintain positive relationships with internal and external customers and vendors
- Track and manage current and existing inventory
- International travel - manage 40+ vendors, product reviews, developmental meetings, showrooms, and factories
- Coordinate arrangements for meetings and events
- Provide onsite and offsite meeting support
- Provide basic IT support such as computer and printer set up
- Manage shipments of new and current products
- Complete and paginate 3 to 5 catalogs a year
- Collaborate with production to create compelling e-commerce imagery
- Compose and produce documents and reports
- Responsible for maintenance of files, records, and reports
- Act as a point of contact for international vendors
- Provide personal support to the executive team
- Interim manager, for 3 months, during a company restructure
- Assist with ad-hoc analysis and special projects as needed

Dillpickle Photography, Chicago, IL — Founder / Photographer

January 2012 - Present

- Create and manage the company website
- Manage social media accounts - Blog, Facebook, Instagram, LinkedIn, Pinterest and Twitter
- Coordinate, conduct and schedule photoshoots for projects
- Schedule appointments via Google Calendars to meet with clients and set up projects and deadlines
- Email management and correspondence
- Monitor cash flow and distributions
- Bookkeeping

EDUCATION

Kendall College, Chicago, IL — Bachelor of Arts, Small Business Management

August 2014 - May 2016

SKILLS

Customer Service

Strong Organization Skills

Multi-tasker

Project Management

Social Media Strategy

Photography

Strong Communication Skills

Basic Graphic Design

TOOLS & TECHNOLOGY

Basic Adobe Suite

CRM Systems (Internal)

Microsoft Office Suite

Mac/PC Interfaces

Quicken

Google Productivity Tools

CERTIFICATIONS

Notary Public, Illinois

