

# Louie Schuler

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## Work Experience

### Payroll/Compliance Specialist (Temp)

Encino, CA

*National Ready Mixed Concrete*

Feb 2024 - May 2023

- Database Management - Reconciled data for hundreds of drivers across several projects using JDE & LCPTracker
- Administrative Process - Coordinated a streamlined process for clients to obtain local/federally required employee documentation from 11 internal locations

### Bartender

West Hollywood, CA

*Stache West Hollywood*

Sep 2021 - Jan 2023

- On-Premise Sales - Assisted in identifying the ideal beverage for each client & upselling; Generating \$10,000-\$20,000 in weekly team sales
- Inventory Management - Monitored sales and inventory using Toast POS, reporting when to replenish stock and devise relevant sales & marketing plans to increase inventory turnover

### Accounts Receivable Specialist

Roseville, CA

*Zeam Medical Group*

May 2020 - Nov 2021

- Account Management - Maintained an Accounts Receivable portfolio of over \$250,000; reconciled payments and reduced monthly AR 20% by organizing key accounts to develop a more streamline process
- Data Analysis - Analyzed KPIs and accounts using Medisoft, Quickbooks & MS Office software to optimize collections strategy, increasing monthly revenue \$20,000-\$50,000
- Data Presentation - Conversion of account patterns and bottlenecks into visual data with MS Office

### Field Manager

Sacramento, CA

*Grassroots Campaigns, Inc.*

May 2019 - Aug 2019

- Communication & Team Leadership Skills - Educated and fostered field teams of 2-4 employees' client engagement and negotiation abilities to exceed key campaign metrics in fundraising and outreach
- Sales Targeting - Established tangible sales quotas for employees and reviewed data records on performance

## Education

### Bachelor's Degree in Business Management

Los Angeles, CA

*Loyola Marymount University, College of Business Administration*

December, 2023

- Arrupe Academic Scholarship Recipient, Dean's List, GPA: 3.4

## Philanthropy

### Active Member

Los Angeles, CA

*Delta Sigma Phi Fraternity*

Mar 2019 - May 2023

- Planned and publicized philanthropic & communal events on and off campus
- Interviewed and recruited potential new members

## Merits, Extracurriculars, Skills

**Languages:** English (Native), Mandarin (Semi-Fluent)

**Merits:** Microsoft Excel Certified Specialist  
BarSmarts Spirits & Mixology Certified  
Red Bull On & Off-Premise Sales Certificate

International Baccalaureate Diploma  
California State Seal of Biliteracy (Mandarin)

**Extracurriculars:** Muay Thai  
Runway/Print Modeling

Music (Guitar)  
California Real Estate License Candidate

**Skills:** Data Analysis      Information Systems      Critical Thinking      Fast Learner  
Problem Solving      Attention to Detail      Communication      Adaptable