





PERSONAL DETAILS

Name  Jessica O'Leary

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EDUCATION

College San Diego State University | December 2014

Degree Bachelor of Science in Business Administration

Major Marketing (Specialization in Professional Selling & Sales Management)

Degree Bachelor of Arts in Liberal Arts and Sciences

Major Philosophy

EXPERIENCE

Liquid Force Wakeboards

Encinitas, CA
June. 2015 - Current

Purchasing MGR + Production Assistant + Office MGR

- Communicate With Offshore Vendors
- Manage, Build, and Maintain Inventory Reports
- Confirm International Orders and Shipments for Billing
- Purchase Order Entry, Maintenance, and Communication of Arrival Dates
- Create and Maintain Part Numbers While Ensuring Accuracy of all Dimensions
- Manage Internal Costing Information for all SKUs
- Process All Incoming Invoices and Charge Appropriate Budget Accounts
- Research and Update Import Codes and Declare Assists on all Commercial Invoices
- Audit Freight Invoices and Confirm Import Pricing and HTS Codes
- Manage Capital Expenditures
- Review Legal Contracts and Agreements
- Manage Patent Licensing Accounts and Facilitate Royalty Payments
- Review Employee Expense Reports
- Monitor and Purchase Office Supplies and Maintain Service on Equipment
- Reinforce Daily Office Procedures and Policies for Employees

Sun Diego Boardshop

San Diego, CA
Sept. 2013 – Feb. 2015

Sales Associate

- Brand Differentiation and Product Knowledge
- Identify Consumer Behavior and Popular Trends
- Surpass Daily and Quarterly Sales Goals
- Promotional Print Distribution

Compassion It

San Diego, CA
June 2013 – Mar. 2014

Lead Intern

- Manage Team and Delegate Responsibilities
- Created Fundraising Account Management Program
- Design and Source for Apparel Launch
- Manage Inventory, Invoices, and Order Shipment

Onondaga Camp

Minden, Ontario
June 2013 – Sept. 2013

Wakeboarding + Ropes Course Instructor

- Instruct and Supervise Lessons
- Train and Critique Riders to Help Reach Goals
- Daily Operational Duties and Safety Inspection
- CPR / First Aid Responder

Mission Bay Aquatic Center

San Diego, CA
May 2011 – Jan. 2014

Water Sports Camp Lead Staff + Marketing

- Lead and Organize Group Activities
- Instruct and Supervise Lessons
- Print Promotion and Information Sessions
- Attract New Customers Through Special Events

AWARDS + LEADERSHIP

APICS

1st Place Winner of Supply Chain Management Competition

American Marketing Association

Member

Entrepreneur Society

Member

Supply Chain Management Consulting Team

San Diego State University APICS and ISM Captain

SKILLS

- Critical Thinking Skills: Logic, Analysis, and Deductive Reasoning in Problem Solving
- Creative Use of PowerPoint and Movie Editing for Presentations
- Proficient in Microsoft Word, Excel, and Access Database
- Nielson, SPSS, PRIZM, MRI+, Passport GMID
- Market Analysis and Business Consultation
- AX Dynamics