Steven Hendren

A well-rounded, cross-disciplined professional with a vast skill set and dedication to results. Able to flexibly use his intuition, attention to detail, data management, creativity, and adaptability for dynamic problem solving. Capable of working self-directed or in collaboration to achieve the goals of the team.

WORK EXPERIENCE:

PURCHASING AND MERCHANDISING ASSISTANT

Solotech Audiovisual Equipment
-Westminster, CA
3/2021 to 12/2024
•Processed large Excel data sets using Pivot Tables, VLOOKUP, and other techniques.
•Maintained product data in Acumatica system.
•Managed sales order/purchase order logistics.
•Managed products for Shopify web store, including descriptions, categories, and images.
•Edited product images using Photoshop.
•Product photography for store brand items.
•Returns Specialist duties. (3/2021-8/2021)

WAREHOUSE ASSOCIATE

PSSL ProSound and Stage Lighting
-Westminster, CA
12/2018 to 10/2020
•Processed customer product returns.
•QA/Troubleshooting of returned products to determine if they can be resold as used or if DOA.
•Packed and shipped items for customer orders.
•Received new items into inventory system.
•Maintained product stock at shelf locations.
•Sales Advisor duties. (2/2019-9/2019)

DIGITAL MEDIA SPECIALIST

Oceanside Photo & Telescope -Oceanside, CA
6/2016 to 2/2018
•Created videos for social media marketing, including scripting, filming, graphics, and editing.
•Product photography and image editing in Photoshop for uploading to Shopify.
•YouTube uploads, including keywords for SEO.

HOBBIES/INTERESTS:

•Independent software development.
•Maintaining vintage computer hardware.
•Writing and playing original music.

WORK REFERENCES:

•Available upon Request.

CONTACT INFORMATION:

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https://www.linkedin.com/in/ steven-hendren-b4569063/

www.stevenhendren.com

PROFESSIONAL SKILLS:

OFFICE AND ADMINISTRATIVE

•Microsoft Office •MS Word •Excel Formulas •Outlook •PowerPoint •Shopify •Acumatica •Magento •Salesforce •Power BI •Basecamp •Purchase Orders •Sales Orders •Metadata

WAREHOUSE OPERATIONS

•Shipping •Receiving •Packing •Stocking •Returns •Inventory Management •Opening/Closing

MEDIA PRODUCTION AND WEB

•Adobe Creative Cloud •Photoshop •Illustrator •InDesign •Premiere Pro •Product Photography •Graphic Design •HTML •Web Content •SEO •Copywriting •Video Production •Audio Production

EDUCATION:

COLLEGE

Golden West College -Huntington Beach, CA
•Associate of Arts Degree in Digital Arts
•Certificate in Design Specialization
•Certificate in Graphic Design- Advanced Production
•Certificate in Web Design
•Certificate in Graphic Design- Foundations
•Certificate in Recording Arts
•Certificate in Live Sound
•Certificate in Home Recording

DIGITAL ARTS INTERNSHIP

Golden West College, 3/2011 to 5/2011