







# SUSAN ZITTING



## CONTACT

-  (801) 833-2303
-  zitting.sus@gmail.com
-  Sandy, UT 84094
-  <https://www.linkedin.com/in/susan-zitting/>

## SKILLS

- Fast Learner ●●●●●
- Adaptability ●●●●●
- Customer Service ●●●●●
- Communication ●●●●●
- Problem Solving ●●●●●
- Salesforce ●●●●●
- Microsoft Office ●●●●●
- SQL DataBase ●●●●●
- Python ●●●●●
- Google Ads Fundamentals ●●●●●
- Griffin Hill Integrity system ●●●●●
- Tableau ●●●●●
- Adobe Illustrator ●●●●●
- Adobe InDesign ●●●●●

## PROFESSIONAL PROFILE

A hardworking college student who is working on a business degree in Marketing. Seeking brand new horizons and exciting opportunities. Bringing positive energy to any given situation. Enjoys interacting with others on projects and making a measurable impact. Quick to adapt to new scenarios, equipped with robust analytical thinking and effective decision-making abilities. Have a growth mindset and am committed to learning additional skills to further the mission of a company.

## EDUCATION

### Utah State University, Jon M. Huntsman School of Business, Logan, UT

- Marketing
- GPA 3.4

### Salt Lake Community College, South Jordan, Utah

- Associate's Degree
- GPA: 3.4

## PROFFESIONAL EXPERIENCE

### SirsiDynix, Lehi, UT

Revenue Specialist (2019 - Present)

- Oversee accounts including revenue collection
- Directly manage client communication, fostering strong relationships
- Promote good customer service
- Conduct data integration in Salesforce® using Excel
- Prepare quotes and invoices for annual maintenance
- Assist in revenue collection
- Rework data into usable formats for expeditious decision-making

## REFERENCES

---

Available upon request

## PROFFESIONAL EXPERIENCE (CONTINUED)

### **SirsiDynix, Lehi, UT**

*Office Service/Mailroom Assistant (2017-2018)*

- Supported daily office/mailroom operations including breakroom and inventory management
- Prepared conference room for regularly occuring meetings
- Managed company overnight shipments

### **All States Mechanical, Murray, UT**

*Administrative Assistant (2016-2017)*

- Prepared meeting spaces and managed daily operations
- Supported vendor and inventory management
- Secured demolition permits for select properties
- Position required highly effective communication skills and attention to detail

### **Snap Daddy's, South Salt Lake, UT**

*Event Coordinator (2015-2016)*

- Set up and broke down events for various companies and major events such as Sundance
- Supported catering, deep cleaning, and food safety components of events
- Demonstrated and sold products to potential customers
- Provided attentive customer service