

# Leland J. Stowell

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## Summary

Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings. Confident, hard-working employee who is committed to achieving excellence. Strong planner and problem solver who readily adapts to change, works independently or on a team and consistently exceeds expectations.

## Experience

### **Production Planner & Purchasing** *May 2018 - March 2020*

Coordinate all aspects of production. Liaison between sales staff, prepress staff and final production staff. Responsible for purchasing all supplies for production. Maintain inventory levels of stocking items.

### **Customer Service, Arise Virtual Network** *January 2018 - May 2018*

Assist customers with their home warranty and home maintenance needs. Navigate several service platforms using multiple computer screens.

### **Independent Contractor** *June 2017 - January 2018*

Transport clients and deliver packages. Punctual pickup and drop off according to schedule. Maintain files to track mileage, maintenance and miscellaneous expenses.

### **Administrative Assistant, Leadership Academy of Nevada** *November 2015 - June 2017*

Coordinate and track laptop distribution and maintenance. Perform laptop repair as needed. Maintain inventory database. Coordinate statewide assessments. Purchase textbooks and science kits. Assist with attendance in Infinite Campus.

### **Independent Auditor, QSI Specialist** *Aug 2015 - Oct 2015*

Visit or call businesses posing as ordinary customer, and provide detailed evaluation of my experience in the form of written reports or questionnaires.

### **E Sales Agent, U-Haul** *Jan. 2015 to Mar. 2015*

Assist current and potential customers with various inquiries or concerns related to U-Haul products and services. Receive incoming calls from customers across the United States and Canada. Provide professional and courteous service at all times.

### **Self-Employed, Build Your Ark/Shelf Reliance** *Sept. 2010 to May 2018*

Independent consultant for food storage and emergency preparedness products. Co-creator and author of a monthly e-newsletter. I plan and present seminars and classes. I created and update a website and "Facebook" page.

## Education

BYU-Idaho/Pathway - *Business Administration*  
Community College of So. Nevada - *Business Finance*  
ITT Tech, Bessemer, AL - *Criminal Justice*

## Skills

- Conflict Resolution
- Front Desk Reception
- Handling Complaints
- Articulate in Speaking and Writing
- Computer Literate (Mac & PC)
- Google G-Suite