

Tamara Ruckdeschel

1537 17 Road, Loma, Colorado

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Objective:

To work for dynamic individuals and organizations, contributing to their ultimate success and growth using my experience and training through teamwork, technology, personal efforts, and accomplishments.

Professional Experience Summary:

- Three years non-profit management
- Three years digital conversion and workflow experience
- Five years project lead/education experience
- Five years web site design and management
- Ten years corporate finance experience
- Over fifteen years sales experience
- Over 30 years fashion design, patternmaking, and alternations
- Liaison with corporate manufacturers, distributors, and vendors
- Develop effective marketing materials, merchandising props, and mail products.
- Assist Merchandisers with market analysis, strategy, and reporting
- Assist with marketing plans to promote entire product lines.
- Coordinate new product introductions.
- Lead teams for collaborative product development
- Project management / Time management
- Event planning, budgeting, and inter-departmental coordinating
- Expert in Excel, Word, PowerPoint, FrontPage, Expression Web, intermediate in Adobe CS3; and pilot various industry specific departmental and intranet software.
- Skilled oral communicator, competent writer, editor, and publishing agent

Work History:

3 Angels Message Ministry (3am-ministry.org) – Managing Director

June 2016 - Current

Grand Junction, CO

- Structuring, compliance, planning and execution of all website pages and functionality, workflows, and public engagement resulting in podcasts, blogging, a community forum, and auto responding email-based digital Bible studies and ministries. Our services are constantly transforming to meet the needs of our members.

Apex Momentum Business Development, LLC – Consultant

June 2016 - Current

Grand Junction, CO

- Intellectual Property Protection – Copy rights, copywriting, ghost writing, trademarks, patents, and publishing
- Strategic Planning – Business, financial, and market planning, research and development
- Corporate Structuring – Trade, State, and Federal registrations; culture and brand management.

The Career Center - Paraprofessional

August 2012 – May 2014

Grand Junction, CO

One of two vocational schools serving Mesa County at the high school level

- Preparing, presenting, executing, and grading the curriculum and managing students in the classroom and on location while teaching two of the courses available at the school, Landscaping and Small Animal Care.
- Maintained attendance records, parental correspondence and scheduling, Advisory Board organization, transporting the students, and supervising field trips and jobs.
- Electronic grading and managing our incentive program, among other duties.

Leed's - Various

January 10, 2005 – May 15, 2009

New Kensington, PA

A member of Polyconcept North America, second largest supplier of promotional products, recognized world over for its innovative product development and its award-winning customer services and sales.

- **Product Designer**
 - Develop functional and attractive cut and sew merchandise for the promotional products industry.
 - Merchandising research and planning associated with design and sourcing products for future lines.
 - Coordinate with overseas factories from sourcing to sending final products out for bid.

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• **Field Sales Coordinator**

- Receive, process, and follow up on all orders placed through our warehouse and factory by our elite customers and Field Sales Managers.
- Implement and oversee special marketing promotions, projects, presentation materials, custom literature, sample collections, and attend local tradeshow to tend the company booth.

Accomplishments

- Certificate of recognition for perfect attendance four out of the five years with the company
- Awarded the responsibility of heading up the FSC pilot program to provide a new, specific branch of customer service to our elite clients, which grew from myself to four teams within the first year.
- Participated in the CRM project to develop a software module to achieve measurable business results by aligning people, process and technology within the company.

Education:

Interior Design – Certificate Course: Ongoing
Shaw Academy

Illustrator – Diploma: Received
Shaw Academy

2020

Graphic Design – Certificate Course: Completed
Shaw Academy

2019

Advanced Leadership – Klemmer & Associates: Completed
San Francisco, CA

2016

Life Accident and Health Insurance – License Exam: Passed
Grand Junction, CO

2012

Advanced Leadership Group – Certificate Course: Completed
New Kensington, PA

2008

Project Management – Business Acumen program outlining practices and philosophies for successful project management, completion and follow up.

Order Processing Specialist – Certificate Course: Completed
New Kensington, PA

2007

Leed's – On the Job Training – Training on custom software and overall organizational principal adopted by the company to merge the art department with the functions of specific customer service and sales individuals in the company to provide a greater scope of expertise and less networking needed within the organization to produce and order to specification.

Moffett County Community College – Certificate Courses: Completed
Craig, CO

2003 – 2004

Courses: Stained Glass Design/Construction; Rock Climbing

Clarissa School of Fashion Design – Associate Degree: Graduate
Pittsburgh, PA

Class of 1994

Courses: Fashion Illustration; Pattern Drafting; Clothing Design & Construction; Advertising and Sales Promotion; Marketing; Merchandising; Visual Display; Management; Color and Line.

Volunteer Experience:

VA Medical Center – Grand Junction, CO

- Craft Room
- Chapel

Fruita SDA Church – Fruita, CO

- Superintendent
- Deaconess
- Women's Ministries Head
- Religious Liberties He