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Objective

To ensure a position with a progressive organization, offering an immediate challenge suited to my background, experience and training.

Accomplishments

- Consistent record of meeting and exceeding deadlines.
 - Accustomed to problem solving situations.
 - Effective oral and written communications skills.
 - Recognized for accuracy, sound judgement and decision making abilities.
 - Ethical standards in all work performed.
 - Successful track record with high responsibility positions along with strengthening public relations and advertising skills.
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Business Experience

1996 – Present **Editor Assistant** **Milwaukee, WI**
Milwaukee County Labor Council, AFL-CIO/Milwaukee Labor Press

Main responsibilities include providing support and assistance to the operations needed to ensure that the Milwaukee Labor Press Newspaper is ready for printing each month. Good organizational skills, ambition, self-motivation and computer knowledge and meeting deadlines are all requirements to receive these results. Duties are as follows:

- Create ads as required for customers who would advertise each month when camera ready or discs are not provided.
- Contact perspective advertisers by means of a media kit, followed up by phone calls and or visits to sell advertising space. (Phone calls are randomly made to previous advertisers to encourage them to advertise again.)
- Maintain accurate log of insertion orders and list of all advertisers who run ads consistently.
- Assign layout space in paper needed for ads.
- Responsible for contacting by letter and following-up with all unions and advertisers that run ads in special editions and create new ones when required.
- Write letters to customers who have yearly purchase orders before they expire to encourage them to continue to run their ad for the incoming year.
- Send rate card information to numerous advertising agencies and to our regular customers once a year.
- Assist in covering stories, writing, and photographing activities or functions of the MCLC and other affiliate unions where needed.
- Proof read stories that are to be printed in the paper.
- Maintain mailing list of all affiliates addresses to ensure they are accurate with additions, changes and removal of members where necessary.
- Assist in the responsibility of taking postage checks to the Post Office, taking in and picking up photos, taking labels and Post Office information to A-Z printing and other errands when needed. I also share in applying payments to customer's accounts.

- Print out and make adjustments to the various reports needed by the Post Office before the paper can be mailed.
- Monthly billing to advertisers.
- In charge of assigning booth space to vendors or affiliates for the Union Industry booth on Labor Day.
- Assist others with their duties when needed and perform other task as directed by the Secretary/Treasurer or President.
- Covered functions, wrote articles, took pictures and successfully put the entire paper together in addition to handling advertising and other duties.

1994 - 1996

Mailing Service Representative
Quad Graphics

Pewaukee, WI

- Duties included direct contact with customers to ensure their needs were met with the coordination of printing and shipping of their magazines or brochures.
- Analyzed the accounts to provide accurate postage billing.
- Developed weekly reports and statements.
- Diverse experience was gained in this job by working in a variety of different environments.
- Maintained customer loyalty through the courteous and efficient resolution of disputes, complaints and discrepancies.
- Visits to customers in the city and out of town were necessary to discuss concerns, new ideas, or enhance customer services.

1990 - 1994

Senior Collection Correspondent
Eaton Corporation

Milwaukee, WI

- * Responsibility was to collect accounts receivable and analyze and research accounts for resolutions of valid as well as invalid debts.
- Processed and verified pertinent data with sales offices, service centers, warehouses or other related departments.
- Performed collection duties and maintenance of correspondence for over 140 distributor accounts.
- Other duties included adjustments on customer accounts and making decisions as to rather bad debts should be written off.

1987 - 1990

Material Management Systems Analysts II

- Worked closely with engineering in routing and coordinating any drawing releases or engineering changes needed on jobs in manufacturing.
- Responsible for obtaining the latest revision and drawings from reproduction for ordering purchase parts to the proper specifications.
- * Analyzed drawings and wrote the purchase data for parts needed for various projects and determined what quantities to order based on usage for that project.
- My miscellaneous duty was to monitor and analyze inventory levels.

Education

Milwaukee Area Technical College, Milwaukee, WI
Rufus King High School, Milwaukee, WI
Member of Midwest Labor Association
Member of the Industrial Relations Research Association (IRRA)