

Chris Crane

Redwood City, California
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WORK EXPERIENCE

Achewood.com, San Carlos, CA **11/06–1/09**
Warehouse Manager

- Handled all store operations for an online comic strip with over half a million readers.
- Maintained inventory, oversaw fulfillment, and assisted in the design of new products.
- Was responsible for all customer service interactions over e-mail and phone.
- Managed and trained seasonal employees for holiday store operations.

Prolific Art Group/College Poster Tour, Yonkers, NY **8/05–10/05, 8/06–10/06**
Tour Director

- Managed a poster sale tour with an assistant visiting colleges throughout the country.
- Maintained inventory and orders while on the road.
- Interacted with customers daily on two annual tours, averaging \$15,000 in weekly sales.

Always Best Care/Lifeline, Citrus Heights, CA **12/04–7/06**
Home Service Representative

- Acted as sole provider of in-home installation of Lifeline medical alert devices for subscribers in the city of San Francisco and SF Peninsula region.
- Educated subscribers and family members in use of system.
- Responded to service calls and provided technical support and troubleshooting.

RG Environmental, San Carlos, CA **4/04–9/04**
Sales Associate

- Served on a commercial and residential debris solutions team that produced record sales in each month of employment.
- Communicated with customers over the phone and on site, negotiating terms directly with clients.
- Oversaw the training of new employees.

OSL Real Estate, Santa Ana, CA **4/03–2/04**
Office Manager/Accounts Payable Clerk

- Managed and processed accounts payable and payroll.
- Served as liaison between tenants/managers and owners regarding property management issues.
- Located investment properties in various neighborhoods for acquisition.

EDUCATION

Stanford University, Stanford, CA **6/02**
BA in Philosophy & Religious Studies

- Head writer and co-editor of the Stanford *Chaparral*, the student humor magazine
- Cofounder and President of Stanford Billiards Club

ADDITIONAL INFORMATION

- Extensive writing and editing experience
- Familiarity with MS Office, Photoshop, Quark, Dazzle Designer, Pensoft Payroll, and Yardi Property Management software