

Christie D. Riddle

956 Carlin Lane • Burleson, TX 76028
682-209-0100 • christieriddle29@gmail.com

Objective:

Elementary School Teacher

Education:

Tarleton State University TMATE | Certification Core Subjects – August 2018
Tarleton State University Bachelor of Business Administration in Computer Information Systems / Minor Technical Writing - December 1997

Related Experience:

- Substitute teaching for BISD elementary schools during 2018-2019 school year
- Taught young children at First Baptist Church Burleson - First Learning Place
- Volunteer at W.T. Francisco Elementary, which included reading to classrooms
- As Team Lead, Trained Customer Service Department on ePro Purchase Order software

Work Experience:

Burleson ISD – Burleson, TX

Substitute Teacher (Aug 2018 – Present)

- Responsible for daily schedule/tasks provided by classroom teacher.
- Guide elementary level students through Core Subject assignments.

Liberty Carton Company - Haltom City, TX

Sales Representative (May 2013-Present)

- Research new business opportunities and successfully closed accounts. Annual sales totaled up to \$3 million
- Determine efficient packaging needs and cost effective ways to implement those needs
- Build relationships with customers, increasing growth of existing accounts

Rock-Tenn - Fort Worth, TX

Customer Service Representative (June 2011 – Apr 2013)

- Maintained accounts for Fort Worth, Grand Prairie, Houston and Tyler manufacturing plants, which I was responsible for 45 total accounts
- Helped develop 1st fulfillment account within our plant, which profited \$1.7 million in 10 months
- Served on Inventory Reduction Committee, which increased overall cost savings

Smurfit-Stone Container Corporation – Fort Worth, TX

Customer Service Representative (Oct 2001 – May 2004) and (June 2006 – August 2008)

- Resolved account issues by interacting with customers, production team and sales team
- Implemented new products by working closely with corrugated packaging designers
- Monitored inventory levels for large accounts such as Frito-Lay and Pizza Hut

References will be provided upon request.