

OBJECTIVE Highly motivated individual with strong people skills, attention to detail, problem solving skills, and a solid sales/office background looking to obtain a position in your company.

EXPERIENCE

Harlequin Floors, Account Executive - Las Vegas, NV

Present - 2018

Responsible for opening Las Vegas Location

Warehouse Sales

Administrative duties

Gerriets International, Sales and Rental Manager - Las Vegas, NV

2018 - 2016

Responsible for opening Las Vegas Location

Gerriets International, Sales and Rental Manager - Ewing, NJ

2016 - 2006

Assist customers with facilitating inquiries

Scheduling and processing all sales and rental orders

Receive payments on all rental/sales commissioned orders

Updating rental inventory

Maintaining/ Implementation/ Revising rental policies

Ordering supplies

Management of all sewing projects including maintenance of quality control

Invoice entry for import shipments

Customer consultation via phone and email

Special Project Management

Joseph C Hansen, Rental Manager - Jersey City, NJ

2006 - 2000

Scheduling and processing sales/rental orders including updating rental inventory

Maintaining/ Implementation/Revising rental policies

Management of all sewing projects including maintenance of quality control

Ordering supplies

Management of project

Entering Invoice for import shipment

Special Project management

Rose Brand, Sales – Secaucus, NJ

2000 - 1997

Assist customers with facilitating inquiries, process sales orders

USA Printing and Mailing, Executive Assistant – Carlstadt, NJ

1991-1983

Interfaced with Clients and vendors

Managed schedule for business affairs and travel planes

Process sales and bid order for purchasing

Process payroll

Metropolitan Opera House, Wardrobe - New York, NY

1986 – 1983

Dresser for Ladies chorus

REFERENCES

REFERENCE NAME, COMPANY

Barney Simon, Joseph C Hansen Inc. 201-222-1677

Richard Yalango, USA Printing & Mailing 732-710-9323

Toby Severtson, Severtson Screens Inc. 480-577-1222

Armine Weiss, Turn Of Events Inc. 818-489-6638