

Jatera Mayo

Dynamic Sales and Marketing Professional

Las Vegas, NV 89118

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Results oriented professional with experience in all aspects of marketing, sales management, data analysis and project management. Highly organized, articulate and persuasive, possessing excellent interpersonal communication, trouble shooting and resolution skills. Great at establishing strong relationships with senior level executives, colleagues, vendors and customers.

Authorized to work in the US for any employer

Work Experience

US Sales Manager

TeleAdapt, Inc - Sparks, NV

January 2020 to April 2021

- Responsible for growing sales in US territories and Caribbean
- Prepared sales proposals, quotes and invoicing using Quickbooks
- Managed project from sale to installation
- Achieved established quotas and maintained sales during the pandemic
- New client acquisition and development

Processing Associate

Infosys, BPM/Microsoft - Reno, NV

March 2019 to January 2020

- Member of the global team that reviewed, validated and processed Microsoft's Volume Licensing Agreements and Orders
- Provided customer support to large institutions through email and chat
- Reconciled expense statements, process payment and credit requests
- Handled classified, sensitive data for US Federal Government budgets/accounts

Help Desk Analyst

Tesla, Inc - Las Vegas, NV

April 2015 to April 2018

- Customer Referral Program Management, payment tracking and reporting
- Provided tier one support to the national sales organization via FreshDesk, email and phone; resolving sales process and software issues.
- Supported compliance guidelines ensuring SolarCity/Tesla policies were met and provided training resources to support policy
- Maintained documentation of issues including logging and tracking all incidents using Salesforce and SQL reports

Inside Energy Specialist

SolarCity Corporation - Las Vegas, NV

May 2014 to April 2015

Prepared and presented custom designed residential PV quotes to customers

Managed customer's Solar job by communicating with project and design team through to job installation

Director of Marketing

The Mike Ferry Organization - Las Vegas, NV

April 2013 to July 2013

Aligned with internal sales units to ensure strategy, support and brand guidelines were met

Oversaw product roll-outs including, packaging recommendations, product positioning, and launched

"How to Build a Successful Real Estate Career" book

Coordinated on-air appearance and live TV interviews for company executives increasing regional exposure

Planned, staffed and choreographed the opening presentation of the 2013 annual Superstar

Retreat for over 5,000 attendees

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Staffing Director, Global Accounts

NCompass International - West Hollywood, CA

April 2008 to October 2012

Responsible for driving all aspects of talent relationship management, including full cycle recruiting, screening, scheduling, auditioning, interviewing, rate negotiation, corporate branding messaging and follow through after candidate hired

Staffed and managed local and international consumer promotional campaigns, ethnic minority and multi-cultural community-focused events, college campus tours, video game launch parties, in-store product demonstrations for various corporate brands; Best Buy, Toyota, Coca-Cola, Activision, BlackBerry, LG, Wella, Bayer, RedBull and Ray-Ban

Secured international teams of concert staff while touring with the BlackBerry Sponsored U2

360 concert to 16 countries and The Black Eyed Peas, E.N.D. tour to nine countries including

SouthAmerica, Europe and Canada

Managed matrix project teams to deliver fully integrated marketing platforms affecting multiple channels including retail & executive sales, social marketing, digital media; reaching internal and external consumer and business to business sectors

Developed and customized strategic recruiting, hiring and training programs for niche clientele

Marketing Executive

ActionCOACH - Las Vegas, NV

2007 to 2008

Formulated strategy and designed marketing campaigns for Master Licensees to grow existing territories

Maximized brand exposure and awareness across franchise opportunity sectors

Coordinated campaign implementation with internal research, design, PR, and SEO/SEM teams

Tracked and reported on international marketing budgets in excess of \$5 million

Convention Services Manager

Bally's/Paris Hotel and Casino - Las Vegas, NV

2005 to 2006

Onsite supervisor and meeting coordinator for groups and organizations holding conferences, meetings and special events and Bally's and Paris casino properties

Liaised with internal sales, hotel operations, catering and AV production managers ensuring event details would align with client expectations

Interacted with groups and organizations during their event to ensure facilities and staff were operating efficiently

Marketing and Business Development Manager

AppIntellegence, Inc - Weldon Spring, MO

2003 to 2005

Organized industry focused trade shows, conventions, exhibits, and regional sales meetings

Conducted product sales pitches across an assigned territory generating an annual revenue increase of 130% in 2004

Sourced and managed leads, communication and sales pipeline utilizing Salesforce.com

Analyzed competitor programs, market research and customer data to build end user loyalty programs and targeted events

Education

High school diploma or GED

Skills

- Microsoft SQL Server, Microsoft Office, Microsoft Excel, Microsoft Dynamics, Salesforce.com, Quickbooks (10+ years)
- Digital Marketing
- Analytics
- Branding
- Product Demos
- Help Desk
- Catering
- Business Development
- Market Research
- Customer Relationship Management
- Program Management
- B2B Sales
- Mac OS
- Windows
- CRM software
- Territory sales
- Sales Management
- Computer networking (Less than 1 year)

- Network security (Less than 1 year)
- Operating systems (Less than 1 year)
- System administration (Less than 1 year)
- Software troubleshooting (Less than 1 year)
- IT infrastructure services (Less than 1 year)

Languages

- English - Expert

Certifications and Licenses

Google IT Support

October 2021 to Present

Those who earn the Google IT Support Certificate have completed five-courses, developed by Google, that include hands-on, practice-based assessments and are designed to prepare them for entry-level roles in IT Support. They are competent in foundational skills, including troubleshooting, and customer service, networking, operating systems, system administration, and security.

Assessments

Sales skills — Highly Proficient

January 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.