

Coye Tachell

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PROFILE

Highly competent Office Manager with 20+ years combined experience within the construction industry.

EXPERIENCE

American Patio Covers, Arlington, WA. — Sales & Production

JUNE 2013 - OCT 2021

Responsibilities include: production, payments, ordering, scheduling delivery of products, assisting retail sales and overseeing office procedures and staff.

- Cultivate relationships with potential new contractors to discuss how our product can help grow their business.
- Share product knowledge, including new product information, with contractors and their sales department.
- Select products and structure quotes based on customer needs for application.
- Set payment terms for customer invoicing and take payment accordingly.
- Build relationships with existing contractors and suppliers to promote long term partnerships.
- Order materials for both warehouse and office. Maintain data of costs for future ordering.
- Responsible for hiring employees. Including writing and placement of ads, scheduling and holding first round interviews and being a part of final interview decisions.

Leaf Filter NW, Tukwila, WA. — Trade Show & Events Marketing Manager

APRIL 2009 - MAY 2013

Responsible for implementation, management and growth of the lead generation, for future sales, within the Trade Show venues.

- Introduced lead reporting / sales tracking to the company.
- Developed and maintained training guide for Trade Show & Events staff.
- Duties included, but not limited to, recruiting, hiring, training,

SKILLS

Excellent customer service skills.

Strong attention to detail and follow through.

Proficient in MS Office-Excel, Word, Outlook.

Proficient in Winsales and Clientele.

Knowledge of Salesforce-CRM software.

Knowledge of WebTrends-Web analytics software.

EDUCATION

Woodinville High School

Woodinville, WA.
1984 - 1987

coaching, supervising and evaluating staff members.

Harley Exteriors, Inc., Bothell, WA. — *Trade Show & Events Marketing Manager (North End)*

FEBRUARY 2008 - APRIL 2009

Responsible for managing and growing the lead generation program, for future sales, within the Trade Show venues.

- Introduced lead reporting / sales tracking to the company.
- Developed and maintained training guide for Trade Show & Events staff.
- Duties included, but not limited to, recruiting, hiring, training, coaching, supervising and evaluating staff members.
- Provided weekly / monthly reports to management.

Penguin Windows / Statewide, Inc., Mukilteo, WA. — *Special Projects Manager*

JUNE 2005 - NOVEMBER 2007

Reported to the National Marketing Manager with responsibility for managing the lead generation program, for future sales, in both Retail locations and Trade Show venues across Washington State.

- Provided leadership and team building for a team of three that oversaw all aspects of lead generation for future sales.
- Duties included, but not limited to, recruiting, hiring, training, coaching, supervising and evaluating staff members.
- Managed all aspects of the company's vast trade show participation, including show scheduling and booth selection, completion of all forms and service requests, and staffing of booth(s).
- Established and improved communication with retail and show management, maintained ongoing relationships.

Dexter + Chaney / Spectrum, Seattle, WA. — *Marketing Coordinator*

MAY 1998 - MAY 2005

Dexter + Chaney provides specialized accounting software to the construction industry. Within the company I provided support for a variety of marketing projects and tactics, including collateral production, public relations, telemarketing, and list procurement.