**Nancy Macias**

**901 Avocado St.**

**Anaheim, CA**

**(562) 682-1008**

**NancyMacias726@yahoo.com**

**Objective:** Seeking a challenging, stable position in a progressive company, with room for professional growth and advancement where my experience and abilities will be utilized in a team work environment.

**Employment History:**

Oct’17-Current: Amazon, Buena Park, CA

Part-Time Sortation Associate

I just finished my last year of school in paralegal studies. At Amazon, I assist in the fulfillment center at Amazon in the sorting of packages and all job functions in between from data input of client information, to the construction and wrapping of pallets for the transporting of client merchandise.

April’15-Sept’17: Material and Contract Services, Tustin, CA

Business Development Administrator

Functions included candidate sourcing specifically for Procurement, Supply Chain & Logistics, Contracts Management, Engineering Professionals and Real Estate. Also assisted with all business development activities that included trade events and community networking.

Oct’14-March’15: First American Irvine, CA

Marketing Representative

Responsible for high call volume in the prospecting of clients nationwide for the selling of merchant credit processing services and merchant cash advance loans for the sales team. Duties also included customer service resolution in the handling of billing issues and marketing material distribution as needed.

July’14-Sep 14: Trans First Cypress, CA

Marketing Representative

As a temp, I was in charge of making a high call volume of phone calls, prospecting to clients nationwide for the selling of merchant credit processing services for the inside sales team. Position also required the management and update of client records in order to monitor the success rate of marketing campaigns.

Jan’13- Dec 13: American Finance Solutions Anaheim, CA

Funding Specialist inside Sales

Responsible for high call volume in the prospecting and closing of clients nationwide for the selling of merchant credit processing services and merchant cash advance loans. Clients included restaurants, retail stores and other service-based industries looking to renovate, purchase equipment, supplies and fund marketing campaigns. Responsible for providing good customer service to clients and resolving loan issues through teamwork with the processing staff. Position also required data pipeline management through the use of Salesforce and Sugar CRM software systems used for client history gathering in the determination of approved and declined loans. Position also included reviewing bank statement and loan document alongside the process department to help control loans risks.

May’12-Sep 12: LEAF Commercial Capital Tustin, CA

Inside Sales (End-User)

I solicited, managed and built relationships with clients for the financing of software and equipment for company seeking to fulfill departmental needs. I focused on meeting the financing needs of Dealer/Resellers and Manufacture/Distributor equipment partners for shared success. I was responsible for developing, maintaining database in Salesforce CRM and researched companies using Lexis software in order to learn more about my client’s business needs. I resolved customer service issues as needed to ensure the delivery of inventory in a professional and timely manner.

Feb’09- April 11: ITT Technical Institute Torrance, CA

Admissions Representative

Prospect and enrolled students at a technical degree school that offered a number of degree programs for first time students and those seeking to update their career skills. Duties included conducting presentations and interviewing prospective students to determine their educational needs, concerns, and interests. Monitor progress of students to ensure retention levels were maintained and participated in Orientation/Registration Day proceedings. Programs offered include Paralegal Studies, Computer Networking Systems, Criminal Justice, Computer Electronics, and Drafting and Design. Conducted campus tours; attended meeting as required, utilized ITT-ESI software to manage the recruitment process and used e-mail and high-volume phone contact to secure appointments and referrals.

Attributes: \*Sales Training

\*Word, Salesforce, Lexis \*Direct, Indirect, Inside, Outside Sales

\*Customer Service, Collections \*Telemarketing, Excel, Bullhorn Familiarity

\*Sales, Marketing, Advertising \*Case Work Management, Sourcing

\*Paralegal Coursework

\*Recruitment

\*Legal File Clerk experience

Education: California State University-Long Beach **B.A. Degree Marketing/Communication**

Fullerton College-Fullerton **Paralegal Certificate ABA** **Program Completion**