****

**Lisa Glamuzina - Sales Executive**

**Santa Ana - lisaandjen1@aol.com - (714) 351-3450**

**Objective:** To obtain a position as a Sales professional. Looking for long term employment with established company that will utilize my knowledge and experience.

**Polished, professional, with over 20 years experienced in Sales**

* Ambitious, self-motivated, focused, and very driven
* Excellent communication skills, both written and verbal
* Skilled in exercising initiative, judgment, problem-solving, and decision-making
* Proficient in Microsoft Word, Excel, Outlook, Salesforce, and other industry specific software

**WORK EXPERIENCE:**

**Self - 2020 – Present - Caregiver** Help the elderly by providing in home care, provide meals, transportation, and accompany patients to appointments.

**Excello Circuits - 2019 - 2020 - Outside Sales Rep. -** Prospecting and generating new leads to grow customer base. Help other sales reps. set-up appointments. Foster growth in existing customer base.

**Fineline Circuits & Tech** (PCB Manufacturer) **Sales Executive – 2018 – 2019** Effectively manage all customer sales accounts, prospect for new accounts and foster growth in existing house accounts.

**Ideal Sales Inc -** (PCB Broker) **Inside Sales Rep – 2015 – 2017 --** Represent 6 different manufacturers both domestic and offshore. Respond to RFQ's by reviewing customer data. Bid on quotes and provide quote follow up to win the orders. Release sales orders to manufacturers. Update buyer on WIP and provide shipping information once orders ship.

**HiRel Connectors** - **Inside Sales/Program Management - 2010 – 2015** Work with Outside Reps on existing accounts. Respond to customer RFQ's quickly and efficiently Quotation follow-up and negotiation to win order. Review blue prints, data, work instructions, specifications, and purchase order requirements. Daily meetings with departments managers to discuss manufacturability of new orders and discus current WIP. Update customers daily on order status. Review T's & C's and any other contractual customer supplied documentation. Release sales orders to manufacturing. Program Manager for one of company's largest accounts.

**Murrietta Circuits** (PCB manufacturer) **Sales Executive – 2006 - 2010** Service existing customer base and respond to customer RFQ's by review of data packages and prepare pricing. Negotiate to win bids and close orders. Interface between customer, and manufacturing departments on order status, scheduled shipments, and product returns.

**Accurate Circuit Engineering** (PCB Manufacturer) **Inside Sales Supervisor - 2002 – 2006** Trained inside sales staff of 3 persons to provide exemplary customer service to existing customer base. Provide quotations to existing customers and order entry of work orders. Work closely with outside reps. Handle any customer issues, and provide best option solutions.

**Marcel Electronics** (PCB Manufacturer) **Inside Sales Rep/ ISO Auditor/Document Control – 2001 - 2006**

**ISO Auditor/Document Control** - Conduct internal audits and issue corrective actions, based on audit findings . Update procedures.

**Inside Sales** - Handle customer request for quotes by providing pricing. Quotation follow up and negotiation to win bids. Release sales orders, supply customers with order status.

**Velie Circuits Inc.** (PCB Manufacturer) **Inside & Outside Sales Rep - 1994 – 2001 Inside Sales:** Grow existing customer base by building strong customer relationships. Provide pricing and generate customer quotes. Quote follow up to win order. Provide all customer service duties including issuing sales orders, and instruct department managers on new orders. Purchase order review, and account maintenance. **Outside Sales:** Grow customer base through aggressive networking, referrals, & cold calling. Build and update sales pipeline consistently. Visit various trade shows, and up booth and provide presentations. Constant training in new technologies to meet customer needs.

**ADDITIONAL INFORMATION:**

**COMPUTER SKILLS**

Proficient in Proms, ProCim, ProMS, Baan, & Microsoft Office, & various customer portals.

**ADDITIONAL TRADE ACCOMPLISHMENTS**

Trained in Total Quality Management & certified ISO internal auditor