

## Objective

Innovative and effective growth oriented professional with several years of success in sales, marketing, cash management, supervision, leadership, loss prevention, cost control and effective solutions for business. Polished technology skills combined with proven ability to manage relationships, develop and deliver sales growth and successfully implement and oversee complex projects.

## Skills

Microsoft word, Microsoft excel, Power point, Publisher, Outlook, Internet Research, 10-Key.

## Work Experience

### Customer Relations Coordinator I

**ABC Corporation** - 1992 – 1992

- Supervise the Mail & Duplication, Reception and Switchboard operations for the Illinois Tollway.
- Trains, directs, evaluate and schedules a staff of eight clerical employees.
- Consult and oversee all large duplication and special reproduction projects.
- Coordinates inventory allocation for all the Central Administration Building and off site facilities.
- Provide preventative maintenance on 27 Xerox copiers.
- Design solutions, digital presentation, brochure, page layout and logos.
- Researches and prepares contract specifications for; Production equipment and maintenance agreements.

### Customer Relations Coordinator

**ABC Corporation** - 1988 – 1992

- Revised and upgraded customers accounts to meet their specific personal and business needs.
- Entered and recorded sales using department computer system.
- Evaluated and resolve customer complaint on service and damage items.
- Notified customers when service was completed and accepted payments.
- Approved customers checks and provided check cashing service according to exchange policy.
- Resolved customer complaints and requests for refunds, exchanges and adjustments..
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

AAS in Digital Design and Graphics - (Waubensee Community College - Sugar Grove, IL)