Sandi Barlow

107 SW South Wakefield Circle

Port St. Lucie, Fl 34953

732-267-4972

sandibarlow628@yahoo.com

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| Objective | To obtain a position utilizing my experience in Customer Service as well as in an office environment. |
| Skills & Abilities | Supervise inside/outside personnel, accounts receivables, data entry, purchase materials, customer service, read & interpret blue prints, permit applications. I excel at multitasking, very thorough with attention to detail without compromising productivity, loyal & dedicated to the company I work for. Knowledge of Excel, Word & Access. |
| Experience | Advanced METAL ROOFING STUART, FL 34997 Office Staff  5/18-7/18  Customer Service  Communication with vendors  Permit Applications  Data Entry  Order Inspections and Follow up  Track Sales  Utilize Excel & Word Pool Town, Inc Howell, N.J. Project Coordinator  2/88-12/17  Scheduled all aspects of in ground pool construction  Accounts Receivables were consistently under .05% on a 13+ million dollar Dept.  Purchased materials for each project  Prepare & submit permit applications  Supervise outside crews & inside office staff  Data Entry of all contracts and job orders  Knowledge of Excel, Word & Access  Customer Service |