

IT, Sales, and Customer Service IT, Sales, and Customer Service IT, Sales, and Customer Service -  
Anixter Inc Tacoma, WA Work Experience IT, Sales, and Customer Service Anixter Inc April 2016 to  
Present I try to approach problems with as much creativity and logic as I can muster so as to be  
efficient and beneficial for all involved. I hope to obtain a position where my broad industry  
experience in IT, Sales, and Customer Service can be applied and where I can be challenged to  
grow. RECENT PROFESSIONAL HISTORY: Sales Support Administrator Anixter Inc. April 2016  
- present Assists sales teams in the region with tasks including tracking and entering orders,  
following up with customers, and providing input on projects Assists with project management  
Coordinates shipments and material for fulfillment of orders, including follow-up with  
manufacturers and vendors. Works closely with warehouse staff to ensure efficient and accurate  
fulfillment Coordinates office activities/parties Office Administrator Office Team November 2014 to  
May 2017 General office management for various clients Provided accurate data entry in various  
proprietary systems Covered for receptionists Report Writing and Computer Software  
Manipulation Information Security Analyst Microsoft (Insight Global) December 2013 to July 2014  
Identified indications of compromise and remediated threats or concerns Used Tripwire to detect  
anomalies in system configuration and file integrity discrepancies to detect indications of  
compromise Monitored and analyzed system and security events using ArcSight ESM to provide  
tier 2 defense and insight on security events Education McKinney Boyd High School 2010 Skills  
Bilingual, Call Center, Customer Service, Customer Care, Customer Support, CSR

Name: Jeremy Martin

Email: joneseric@example.net

Phone: 367-497-8303x69744