

OUTSIDE SALES REPRESENTATIVE OUTSIDE SALES REPRESENTATIVE OUTSIDE SALES REPRESENTATIVE - FASTENAL Washington, DC Authorized to work in the US for any employer
Work Experience OUTSIDE SALES REPRESENTATIVE FASTENAL February 2018 to Present
Handle incoming sales calls, educate clients in product offerings and types of services/materials. Prospect new customers. Provide industrial solutions that meet or exceed clients requirements & preferences. Manage inventory, place & receive purchase orders, provide fastening knowledge/solutions to local industrial and construction community. Freight Team THE HOME DEPOT - Washington, DC March 2017 to March 2018 FREIGHT TEAM Unload, process, and pack out/stock all incoming freight. Inventory current merchandise to determine procurement needs. Accounts Payable Clerk MCW SOLUTIONS - Ashburn, VA January 2016 to November 2016 ACCOUNTS PAYABLE JAN 2016 - NOV 2016 Pay vendors by reviewing and processing invoices; schedule and prepare checks; resolve invoice, purchase order, and payment discrepancies; insure credit is received for returned materials; use information systems and software to ensure accurate record keeping of products procured, received, and returned. Procure and reconcile accounts exceeding \$2,000,000/month. ASSISTANT PROJECT MANAGER MCW SOLUTIONS April 2014 to January 2016 Ensure smooth completion of tele data projects by coordinating with vendors for timely material delivery; coordinate and schedule technicians and foremen with site superintendents; generate invoices for clients; ensure work can be performed safely and adheres to industry standards; communicate with and give primary focus to the customer to meet aggressive deadlines. Assist the primary project manager on projects ranging from \$10,000 to \$3,000,000. IT TECHNICIAN MCW SOLUTIONS July 2013 to April 2014 Pull and terminate low voltage cabling according to specified plans; install voice and data devices such as routers, fire alarms, ethernet ports; maintain networks and troubleshoot outages. VOLUNTEER ELECTRICIAN April 2010 to July 2013 20 Hours/week unpaid. Install electrical wiring and devices; install and maintain lighting systems; troubleshoot outages; communicate with customers. Operate under an licensed master electrician. Education Prince George's Community College 2008 to 2010 Diploma Woodrow Wilson High School 2008 Additional Information Jon Gray, General Manager, Fastenal 301.336.7492

Harold McQueen, Night Ops Manager, The Home Depot 301.839.9600 Hillary Carter, Accounts Manager, MCW Solutions 703.726.1292 Marco Irivarren, Project Manager, MCW Solutions 703.726.1292

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