

Wilmer Sanchez

5338 Oakland Street
Philadelphia, PA 19124

(267) 648-7861

WSanchez031989@gmail.com

Professional Experience

Journal Sales Administrator/Executive Assistant – Taylor & Francis Group, LLC – Philadelphia, PA – 04/2016 – current

- Oversaw the Latin American region, Canadian region, as well as the Southeastern region of America
- Across all 3 regions, I've handled millions of dollars in Core Subscriptions, Access Fees & Archive sales
- Conducted all customer subscription research and analysis activities with library sales team & UK team
- Created and built sales quotes for corresponding regions
- Trouble shoot and enable access to online content
- Work with US sales team to meet division revenue objectives & other duties as assigned by team
- Worked consistently in SAP, CATS, MasterVision & Salesforce
- Assisted in aiding other million dollar regions, while maintaining my own, when they were short staffed
- Assisted our prior Director in her personal everyday needs

Stock Manager - Rue 21 - Philadelphia, PA - 05/2013 - 08/2015

- Documented inventory & maintained shipments delivered to sight
- Organized and scheduled outbound shipments to sister locations
- Assisted in the training of new hires
- Provided customer support and associate support
- Oversaw closings and openings of the stores staff members
- Managed incoming and outgoing payments to customers
- Assisted in visual merchandising of the company's brand
- Provided customer support

Patient Registrar - Thomas Jefferson Family Medicine - Philadelphia, PA - 01/2013 - 04/2013

- Maintained front desk duties
- Scheduled and managed doctor's appointments with patients
- Registered patients for their appointment
- Retrieved confirmation of health insurance
- Collected co-payments for patient visits
- Assisted the call center

Sales Associate – Gap Inc. - Philadelphia, PA - 11/2008 - 06/2010

- Oversaw cash transactions
- Managed specified departments and apparel
- Assisted in visual merchandising of the company's brand
- Provided customer support
- Maintained shipments delivered to sight

Skills & Areas of Expertise

- HTML/CSS
- Sales/Marketing background
- Customer Support
- Leadership/Supervision
- Staff Development
- Organization
- Multitasking
- JavaScript/jQuery
- Adobe Software
- Microsoft Office
- Bi-lingual/Spanish

Education

Hussian College, Philadelphia, PA – January 2020 – August 2020

Web Development Boot camp / Web Development Certificate

Anthem Institute, Springfield, PA - August 2011 – February 2013

Graphic & Web Design / Animation Certificate

Frankford High School, Philadelphia, PA - September 2003 – June 2007

High School Diploma / National Honor Society

[References available upon request]