

Sharon Perloff-Shamow

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Strengths:

- Exceptional verbal and written communication skills
- Excellent organizational and time management skills
- Superior computer skills, Word, Excel, PowerPoint, Microsoft Outlook, Lotus Notes, Adobe Acrobat Professional, Adobe Creative Suite, SEO optimization and HTML Programming
- Outstanding Customer Service

Experience:

Sunshine Studio PDX, LLC

January 2012- Present

Owner/Photographer

- Photographer for private events and studio portraits
- Design and manage business website and SEO rankings
- Coordinate trade show and event marketing
- Design and implement local marketing campaigns

Teddy Bear Portraits

April 2013- Present

Photographer/Portrait Consultant

- Photograph professional portraits of both students and staff within pre-schools and day care centers
- Build professional relationships with local day care centers to promote ongoing business
- Responsible for direct sales of portraits to parents, school directors and staff
- Educate school directors on our business model in order to promote our best practices
- Create and manage monthly schedules of both photo sessions and sales
- Proactively follow up with schools and day care centers
- Collect feedback from schools and day care centers in order to improve our services

Ricoh Americas Corporation

March 2010- January 2013

Proposal Manager

March 2011- January 2013

- Wrote and edited content for department newsletter
- Researched, wrote and edited content for proposals
- Edited inputs from sales team for grammar, clarity and customer restrictions
- Managed, contributed and produced proposals in response to formal Request for Proposal from Ricoh's largest customers, generally with revenue potential of \$1,000,000 or more
- Provided project leadership throughout the proposal development process by independently managing the entire process of proposal development from support approval through document delivery
- Created proposal schedules and plans
- Developed proposal outlines
- Collaborated with Sales team leaders to assign tasks for proposal section input
- Determined proposal format guidelines in accordance with customer and company standards.
- Educated the sales teams on potential responses to RFP questions and suggested alternate responses when appropriate
- Proactively communicated deadlines, aggressively followed up on status of inputs and escalated issues to management when necessary

Sales Support Analyst *March 2010- March 2011*
(through Kelly Services)

- Researched, wrote and edited Request for Proposal content for Proposal Team
- Assisted with various research projects where needed in numerous departments throughout Ricoh
- Reviewed Major Account contracts for Legal department
- Managed company pricing lists in Oracle 11i database
- Created MS Excel equations for detailed pricing spreadsheets for Major Account customers over \$1,000,000

Amco Plastic Materials

August 2008- January 2010

Logistics Associate *March 2009- January 2010*

- Wrote status reports on the progress of inventory auditing
- Presented weekly PowerPoint presentations of inventory audit status reports to all team members
- Audited and corrected all inventory of plastic material for sale in 32 warehouses across the US and Canada
- Streamlined storage costs of all inventory of plastic material by strategically consolidating inventory
- Audited and corrected all invoices for warehouse fees on a monthly basis, saving the company \$12,000 annually

Executive Assistant *August 2008- March 2009*

- Bi-annual event planning
- Coordinated annual trade show guest lists, booth setup and scheduling of all demos and presentations
- Served as Administrator for Chief Financial Officer
- Reviewed and edited inventory reports for purchasing and logistics departments
- Created and edited invoices for Accounts Receivables department
- Screened new applicants and scheduled new hire interviews
- Administrative duties including mail sorting and filing
- Company Notary Public

University Support Services (through Office Team)

May 2008- August 2008

Human Resource Assistant

- Assisted Human Resources Director with administrative duties.
- Wrote weekly recruiting metrics reports and presented to HR Director
- Wrote, posted and managed job listings on CareerBuilder, Craigslist and Monster job boards
- Reviewed and screened all resumes for HR Director or department hiring manager
- Recruited new employees for all departments
- Submitted reference checks on all new applicants and scheduled interviews
- Responsible for sensitive employee paperwork
- Answered HR related questions from employees

Kay Jewelers

September 2006- January 2008

Manager *August 2007- January 2008*

- Wrote monthly employee reviews
- Wrote and presented monthly status reports at Manager meetings
- Led weekly employee meetings
- Recruited new employees
- Managed a staff of 15 employees and an Assistant Manager
- Managed weekly payroll
- New hire orientation
- Trained all employees on customer service and sales

Assistant Manager *September 2006- August 2007*

- Recruited new applicants
- Helped train employees with role playing and other techniques
- Exceeded monthly sales plan each month

Major Jewelers

November 2005- September 2006

Manager *January 2006- September 2006*

- Wrote monthly employee reviews
- Led weekly employee meetings
- Recruited new employees
- Managed a staff of 6 employees
- New hire orientation
- Trained all employees on customer service and sales
- Recruited and trained new employees
- Managed the jewelry and watch repair office
- Helped design custom jewelry pieces

Sales Associate *November 2005- January 2006*

- Trained new staff
- Exceeded personal sales plan each month
- Repaired jewelry and watches

Zales

July 2004- November 2005

Interim Manager *November 2005*

- Appointed Interim Manager while company hired an experienced Manager

Sales Associate *October 2004- November 2005*

- Top sales associate for 2005

Sierra Club

July 2004- October 2004

Intern

- Wrote weekly newsletter for the St. Petersburg, Florida office
- Created banners and flyers for grassroots outreach campaign
- Led Tampa, Florida office phone banks twice a week
- Trained new volunteers on cold calling techniques

CUNY Queens College

August 2003- June 2004

Web Developer

- Wrote all department homepage content for entire campus
- Managed college website's SEO ranking
- Edited all submitted department website content for relevance and suggested alternate wording as appropriate
- Created original graphics for every department home page
- Hand sketched college campus map for main website
- Coded main home pages for all campus departments

Education:

Bachelor of Arts, Geology

Graduated: June 2004

CUNY Queens College, Flushing, NY

Major: Geology

Minor: Studio Art/Graphic Design