

# ADAM MARESCH

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## QUALIFICATIONS & EXPERIENCE

- Self-motivated, organized professional with more than 3 years experience in customer service and sales with strong interpersonal communication and problem solving skills.
- Skilled in HTML, CSS, and Javascript
- Competent in maintaining and completing documentation in QuickBooks POS, Microsoft Excel, Word and Outlook.
- Experience with utilizing vlookup, pivot tables and maintaining accurate Excel spreadsheets.
- Effective member of a team with the ability to collaborate well with others around customer needs while achieving company goals.
- Ability to process and communicate in a manner that is sensitive and appropriate to the cultural and linguistic needs of customers and team members.
- Capacity to maintain relationships with a large customer base and to interface with a large supplier network with minimal supervision.
- Practiced in preparing materials and related reports for the purpose of guiding customers through the sales process.

## PROFESSIONAL

### **LIFE OPERATIONS ASSOCIATE**

**October 2015 - Present**

NALH - General Electric

7101 College Blvd Ste 1400 - Overland Park, Kansas

913.982.3700

- Monitor client operations and update database on a daily basis ensuring timely and accurate documentation, premium processing, and client inquiries.
- Support client processing operations, working with clients and other departments to manage client relationships.
- Interpret reinsurance treaty contracts and regulations to render appropriate actions.
- Assist in accounting and business processes for monthly reporting.
- Research discrepancies in client data and provide proper reconciliations.

### **REGIONAL FIELD SALES REPRESENTATIVE**

**February 2013 - October 2015**

*Cooper Production Products Inc.*

2925 Main Street - Great Bend, Kansas

620.792.7075

- Monitor on-going operations and update customer database on a daily basis ensuring timely and accurate documentation, invoice processing, quotes and item delivery.
- Update inventory database with new pricing, discounts and quantities.
- Conduct cycle counts on a weekly basis to identify discrepancies and reconcile inventory.

- Process accounts receivable invoices utilizing QuickBooks POS.
- Communicate to management clearly defined customer needs or opportunities to apply existing services and products.
- Participate in client specific meetings and events to support regional sales initiatives.
- Assist in the development of new strategies by identifying opportunities and monitoring client activity, service needs and the competition.
- Maintains current information on competitor activity. Solicits feedback from clients on their perception of competition services and products.

## **LEAD OPERATOR**

**July 2011 - October 2012**

*Allied Wireline*

*2106 N. FM 1788 - Midland, Texas*

*432.897.1528*

- Demonstrated advanced knowledge and understanding of wireline operations policies and procedures, which include radiation, ballistics, pressure control, rig up and preventative maintenance.
- Assisted the Field Engineer in the preparation of tools, equipment, paperwork and calibration.
- Assigned trainees in order to onboard and teach required level of skills and knowledge.
- Understood and complied with all safety rules and company policies.
- Carried out work assignments to the highest quality level.

## **PROJECT MANAGER**

**July 2010 - July 2011**

*Wheat State Construction 128 S. Brenda Lane - Salina, Kansas*

*785.342.9268*

- Prepared estimates and bids for presentation to the customer.
- Established and maintained strong client and industry relationships.
- Planning, managing and delivering multiple projects simultaneously.
- Proficiency in cost estimating, developing project scope, and materials procurement.
- Provided direction to personnel responsible for project execution, equipment, and transportation.

## **SHIPPING & RECEIVING CLERK**

**July 2008 - July 2010**

*KU Bookstore 1301 Jayhawk Blvd. - Lawrence, Kansas*

*785.864.4640*

- Pulled, packaged and created labels to ship merchandise and supplies to various internal and external locations.
- Routed incoming shipments to the proper department or warehouse section.
- Complete inventory checks accurately and prepare documentation detailing results.

## **EDUCATION**

THE UNIVERSITY OF KANSAS - Lawrence, Kansas

Total Hours Completed: 146

FULL STACK DEVELOPER CODING BOOTCAMP - THE UNIVERSITY OF KANSAS

Completion Date: Aug 2021