

200 pm
10 FT MSG
Olivia Prevost

Account Manager / Logistics Coordinator @ Traffic Tech Inc.

2:00 pm

BULK CHEMICAL
TRANSPORT. PREVOSTOLIVIA@HOTMAIL.COM
647-505-7878

Summary

In today's world, competition has reached its peak. It is not easy to stabilize ourselves in this neck-cut competition. However, if we have skills and enough confidence, we can survive in the world. For that, I will enhance my skills and make myself capable in the field of my desire. My intention at this step would be to learn new things related to my profession. As it is a sales field, one has to be updated because the numbers changes often. It is my responsibility to learn and adopt the new strategies. It would be profitable for me as well as for my company. I would always prepare myself for contributing in the progress of organization. The development of the company would be my prime area of interest. It would help me to create a good impression among my companions. I would use my ideology while working. So, I will come to know the strength of my skills. I want to exploit my talent and want to grow with the Organization and want to become a responsible person by doing hard work and want to deliver my best to the organization. I know how to work in various situations. I can cope up with my companions. I know my work areas. I know how to discuss on various business deals and I can crack them. Continuous progress on both professional and personal fronts through all round skills with emphasis on assigned targets. Hard work and team spirit thereby anticipating and meeting the challenging arising in the contemporary competitive business environment integrity and given to sustained hard work. And if provide with an opportunity I shall try my level best in satisfying my superiors in rightful discharge of my duties.

Experience

Account Manager/Logistics Coordinator at Traffic Tech

July 2014 - Present (1 year 4 months)

Ability to secure meetings with high level decision makers Maintain regular contact with accounts via phone/fax/e-mail Sell to new and existing customers within assigned accounts Achieve sales targets and objectives responsible for own success Responsible for sourcing our services, nurturing client relationships, and closing deals Answer questions about warranties or terms of sale Arrange a schedule of visits to major potential buyers by contacting people and making appointments Negotiate with shippers and carriers Manage daily shipments and make sure they pick up and deliver 24/7/365. Follow up with customers to ensure customer satisfaction Identify, meet and develop rapport with those persons within target-companies who influence purchasing decisions Maintain detailed account profiles and prepare sales reports as required Continuously maintain product and industry knowledge and interpersonal skills Prepare contracts and record orders

FSBO Coordinator/Staging Consultant at AJ LAMBA REALTY GROUP

March 2009 - December 2014 (5 years 10 months)

Searched expired, terminated, or suspended listings Cold calling from 3-6pm to arrange listing presentations/ cold calling meetings with agents Was in charge of making scripts for the calls and distributing listings to agents Visited clients homes for staging consults, provided what needed to be done for listing home Staged the home with accessories and furniture, arranged movers, cleaners and photographers Marked down all inventory and input into computer system Went through all photos, edited and choose the best ones to upload with the listing onto TREB Made brochures and feature cards for each property visited and going on the market for clients Visited open houses of listing performed by vision and spoke to potential buyers Meetings with clients in office or at clients homes to discuss changes and ideas Uploaded, canceled, and re-listed listings on MLS/TREB Answered calls up to 5 lines at a time Booked, canceled, inspections, registered offers, for agents calling in to view our properties with their clients

Education

Mohawk College

Business Administration and Management, General, 2009 - 2012

Activities and Societies: Women's Fastball Team

Organizations

Baseball Organization

Played Junior Team Canada

April 1997 to Present

Courses

Independent Coursework

Interior Designing

Languages

English

Portuguese

Skills & Expertise

Management

CRM

Sales

Negotiation

Sourcing

Customer Satisfaction

Purchasing

Logistics

Customer Service