

Megan Murphy

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Professional Experience

Winebow

April 2018 to Present

Import Sales and Logistics Support

- Works directly with Regional Managers and distributors to process National, Import, and sample orders in a timely manner
- Researches and processes distributor adjustments, corrections, transfers, rebills, and returns
- Researches item history and invoices
- Processes supplier bill backs
- Processes intercompany transfers
- Generates purchase orders for Direct Import orders
- Monitors and supports logistics for Direct Import orders via communication with logistics team, overseas warehouses, suppliers, freight forwarders, and customs brokers
- Facilitates document requests from suppliers and freight forwarders
- Prepares customs documentation for Direct Import orders
- Catalogs Direct Import documents in Smart Search database
- Investigates status of item issues with Purchasing and contract teams
- Monitors and facilitate timely scheduling and/or pickup of orders out of warehouse
- Assists in administrative duties as assigned

RemX Specialty Staffing, Glen Allen, VA

October 2017 to April 2018

Business Development Manager/Staffing Manager/Administrative Assistant

- Developed recruitment strategies for sourcing, prescreening potential candidates, interviewing, pre-employment assessments, background check process, job offers, new employee orientation, and onboarding
- Generate leads and prospect customers
- Document and maintain all information regarding candidate and client information in CRM system
- Deliver outstanding customer service to candidates, colleagues, and clients
- Monitor individual client expectations and implement appropriate service levels to meet and exceed clients' needs
- Gather information regarding customer needs and work with management team to implement changes based on feedback
- Remain knowledgeable and compliant with company requirements and processes
- Provide candidate, colleague, and client support for process inquiries and general questions
- Propose marketing strategy ideas to optimize targeting of customers
- Proficient with Microsoft Office Suite including Word, Excel, and Outlook, used daily

HealthCare Scouts, Winter Park, FL

June 2016 to October 2017

National Recruiting Consultant

- Sourced top talent for Fortune 500 and 1000 revenue cycle management, managed care, and clinical organizations
- Developed recruitment strategies for sourcing, prescreening potential candidates, interviewing, pre-employment assessments, background check process, job offers, new employee orientation, and onboarding
- Documented and maintained all information regarding candidate and client information in Applicant Tracking System
- Negotiated offers with a proven track record of closing talent in highly competitive marketplaces
- Sourced job boards for potential candidates with specialized skill sets and licensures
- Organized drug screens, reference, and background checks prior to hiring applicants
- Proficient with Microsoft Office Suite including Word, Excel, and Outlook, used daily

The Parkview (formerly Eola Wine Company), Winter Park, FL

December 2011 to June 2016

Bar Manager

April 2012 to June 2016

- Progressive experience from server to bar manager at a top-rated craft beer and wine bar
- Exhibited thorough knowledge of beverages, supervisory duties, service techniques, and guest interactions while developing and maintaining exceptional customer service standards
- Scheduled and delegated staff in daily work assignments to maximize productivity
- Organized and facilitated employee meetings
- Efficiently resolved problems or concerns to the satisfaction of all involved parties while counselling and disciplining staff when necessary
- Assigned tasks and oversaw the direction of employees to ensure compliance with food safety procedures and quality control guidelines

Server

December 2011 to April 2012

- Demonstrated genuine hospitality while greeting and establishing rapport with guests
- Guided guests through menus while demonstrating thorough knowledge of the food, beverages, and ingredients
- Precisely described menu items and special offerings and appropriately identified beer and wine pairings
- Proactively prepared for large parties, anticipating planning and staffing needs

Education

Bachelor's of Arts in Classical Archaeology, Florida State University, Tallahassee, FL