

CATIE STALLINGS

SALES ADMINISTRATOR

(815) 735 2758 – catiestallings1@gmail.com

EDUCATION

BACHELOR OF SCIENCE BUSINESS ADMINISTRATION, MARKETING

University of North Carolina at Charlotte (May 2012)

GPA – 3.8 Magna Cum Laude

EXPERIENCE

SALES ADMINISTRATOR

Southern Wine & Spirits (Bolingbrook, IL), 2014 – Present

- Work with management to track and analyze sales goals and performance
- Preparation of sales presentations used by upper management
- Analysis and creation of sales reports to track marketing program success
- Compile and produce statistical reports using in house reporting software and Excel
- Create promotional marketing materials using Word, PPT, and Publisher
- Facilitate communication between managers, sales reps, and suppliers

MARKETING ADMINISTRATIVE ASSISTANT

RF Micro Devices (Charlotte, NC), 2013 – 2014

- Marketing and admin support to vice president & managers of business unit
- Used SAP and SharePoint to assist with Product Lifecycle Management
- Report generation & analysis using pivot tables to support VP in decision making
- Managed & created technical documents using Microsoft Word
- Salesforce.com report creation and content management
- Responsible for monthly revenue forecasting
- Assisted in company's rebranding effort to ensure a consistent brand message

CLAIMS ADJUSTER

Travelers Insurance (Charlotte, NC) 2012 – 2013

- Successfully negotiated and settled total loss claims to resolution
- Effectively communicated complicated processes to the general public
- Produced files consistently reviewed at 100% accuracy
- Utilized conflict management to maintain positive relationships with customers
- Managed over 20 claims concurrently while settling in a timely manner
- Adapted work style to manage large claim volume due to severe weather

RESEARCH INTERN

Activate! Promotions + Marketing (Charlotte, NC) Spring 2012

- Worked directly under dir. of business development to grow business & client base
- Use of social media to find prospective clients
- Developed decision maker procurement database utilizing Microsoft Excel

SKILLS

COMPUTER: Intermediate/advanced Microsoft Excel, PowerPoint, Word, Publisher

ANALYTICAL: Report generation & performance analysis

INTERPERSONAL: Ability to adapt with changing needs of the team and business