

Cassie Sullivan 25 Wilbur Drive Newington, CT 06111

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Administrative Assistant

OBJECTIVE

Seeking to work in an environment and with a company that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my organizational skills and work experience to a growing industry. Look forward to working with a company that promotes quality products and services; and provides me with the opportunity to meet and exceed assigned goals.

PROFILE

A highly organized and detail-oriented Sales Consultant and Administrative Assistant with over 4 years experience providing thorough and skillful administrative support to senior executives. Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals. An independent and self-motivated professional with excellent research and writing skills; able to grow positive relationships with clients and colleagues at all organizational levels.

EDUCATION

Central Connecticut State University — Newington, CT September 2006 - Graduated May 2009

Bachelor of Science in Business Marketing

Relevant Courses:

- Fundamentals of Management
- Customer Relationship Management
- Managerial Information Systems
- Strategic Management
- Managerial Communications

OFFICE SKILLS: *Office Management Records Management, Database*

Management, Spreadsheets/Reports, Event Management, Customer, Relationship Development, Front Desk, Reception, Executive Support

COMPUTER SKILLS: *Office Management MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Visio, Adobe Acrobat, MS Publisher, Mac OS X, Windows*

EXPERIENCE: **Technical Sales Consultant: Vision Electric Inc. Communication Systems Division**

October 2009 – Present

- Provide administrative support for various division such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries
- Schedule and coordinate meetings, appointments, events and other similar activities for supervisors.
- Communicate well with external contacts to properly handle direction of business relations
- Distribute company literature and follow up with meeting arrangements as needed.
- Develop and maintain division wide marketing strategies
- Generated leads for new business
- Quote large and small projects for large residences, small businesses, large corporations, town halls, libraries and school districts
- Designed presentation for proposal meetings
- Exercise independent judgment, decision making abilities and high level of confidentiality
- Collaborate with various levels of management to gather information pertaining to key issues
- Act as liaison between management and field personnel to ensure proper communication

**Office Worker, Event Management: Central Connecticut State University,
New Britain, CT, April 2008 – October 2010**

- Scheduled events for a variety of clients that take place on campus.
- Coordinated meetings of client and staff
- Responsible for maintenance of daily office operations and of calendar
- Required to independently set up and breakdown events
- Usher events

**Senior Brand Representative, Pacific Sunwear Clothing,
Farmington, CT June 2006 - April 2008**

- Provide professional and courteous customer service.
- Execute floor sets and distribute marketing tools developed by the company.
- Promoted to Senior Brand Representative while employed which required additional responsibilities.

REFERENCES: Jesse Slocum 860-601-3228 Maureen Miano 860-832-2468 Jessee Frerreia 860-372-5414