

Debra Olinski

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Professional Summary

Marketing, Manufacturing, Information Systems with more than 15 years of experience planning, developing and implementing marketing plans, work orders and information systems in a large manufacturing company.

Core Qualifications

- Team leadership
- File/records maintenance
- Data management
- Reports generation and analysis
- Client assessment and analysis
- Strong verbal communication
- Quick learner
- Computer proficient
- Extremely organized
- Microsoft Office

Experience

Marketing, Manufacturing, Information Systems

May 1980 to November 1995

American Saw & Mfg. Co. – East Longmeadow, MA

Monitored multiple databases to keep track of all company inventories. Successfully led key projects which resulted in positive outcome. Worked directly with departments and management to achieve increased sales. Researched and updated all required materials needed for firm and partners. Analyzed departmental documents for appropriate distribution and filing. Prepared correspondence, accounting and financial documents for analysis.

Supervisor

September 2004 to June 2009

Clean Solutions – Springfield, MA

Worked independently and as part of a team to achieve greater client base.
Worked independently and as part of a team to achieve improved sales volume. Planned and executed more productive training ideas and more efficient practices.

Office Manager

June 2009 to June 2011

Lisa Bonacker's Studio of Dance – Somers, CT

Helped in start up of new business, including marketing, scheduling, fund raising and general office duties.

Education

East Longmeadow High School 1977

East Longmeadow, MA

University of Massachusetts 1981

Amherst, MA

Community Service

References available upon request

