Dena L. Wolf

55 Highland Dr.

North Haven, CT 06473

(203) 494-8948

[Dwolf69@comcast.net](mailto:Dwolf69@comcast.net)

OBJECTIVE

Seeking a position that will fully utilize my extensive background in Sales and Customer Service.

EMPLOYMENT HISTORY

PACTIV INCORPORATED; North Haven; Connecticut 10/2000 – 9/2002

Account Territory Manager

* Maintained a client base of over four hundred clients in New England
* Responsible for creating new and improving customer’s packaging needs
* Created new spec designs and samples to provide to new and existing client base
* Maintained a GOP of 1.2 million with an annual 2.4% increase

EYECARE CONSULTANTS; Woodbridge, Connecticut 8/1999 – 10/2000

Administrative Assistant

* Created and designed pamphlets, handouts and power point presentations for Lasik seminars
* Handled all Lasik networking contracts
* Responsible for mass faxing and mailings to networks of Lasik Ophthalmologists/Optometrist
* Maintained Doctor’s Website
* Used Power point, Windows XP, Outlook

TELRAD TELECOMMUNICATIONS; Syosset, New York 10/1997 – 8/1999

Customer Service Representative

* Processed orders from phone , fax and email
* Responsible for tracking customers back orders
* Handled incoming calls to expedite orders
* Responsible for daily billing
* Month end close
* Assisted in covering the switch board

Ex-Eltronics; Melville, New York 11/1987 - 05/1995

Administrative Assistant

* Handled the telecommunication office for Morning and Evening
* Entered Customers orders and order expediting
* Assisted billing department processing overseas shipments
* Worked on daily government contracts and quotes with President of Company