Cassie Sullivan

124 East Haddam Colchester Turnpike Moodus, CT 06469

Cell: 860-989-4755 Csullivan671@gmail.com

***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 support to senior executives as well as customers. 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.

**EDUCAT I O N**

**Central Connecticut State University — New Britain, CT September 2006 - Graduated May 2009**

**Bachelor of Science in Business Marketing**

*Relevant Courses:*

* Customer Relationship Management
* Managerial Information Systems
* Strategic Management
* Managerial Communications

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| **KEY SKILLS** | | | |
| *Office Skills:* | *Office Management*  *Records Management*  *Database Administration* | *Spreadsheets/Reports*  *Event Management*  *Calendaring*  *Excellent Phone Skills* | *Front-Desk Reception*  *Executive Support*  *Travel Coordination*  *Excellent People Skills* |
| *Proficient in:* | *MS Word*  *MS Excel*  *MS PowerPoint* | *MS Outlook*  *MS Access*  *Adobe Acrobat* | *MS Publisher*  *Salesforce.com*  *Windows XP/Vista/7* |

**EXPERIENCE**

**Vision Electric Inc. – Torrington, CT Customer Service Representative/Sales Consultant**

**October 2009 to Present**

* Provide direct administrative support for various divisions including support to CEO, President and various head of divisions.
* Answering telephones, assisting visitors and resolving a range of customer service 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 including social marketing and email marketing campaigns.
* Generated leads for new business.
* Quote large and small projects for large residences, small businesses, large corporations, town halls, libraries and school districts.
* Designed presentations 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 various issues.
* Act as liaison between management and field personnel to ensure proper communication.

**Event Management – New Britain, CT Office Worker April 2008- October 2009**

* Schedule events for variety of clients that take place on clients.
* First point of contact with clients.
* Coordinated meetings of client and staff
* Responsible for maintenance of daily office operations and of calendar.
* Responsible for managing inventory.
* Required to independently set up and breakdown events.

**Pacific Sunwear Clothing – Farmington, CT Senior Brand Representative May 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 Ferreira 860-372-5414**