

Mary Buckius

Technical Executive with proven success in driving revenue and profit growth in competitive segments.

King of Prussia, PA - Email me on Indeed: [indeed.com/r/Mary-Buckius/faa59ae67206ed17](https://www.indeed.com/r/Mary-Buckius/faa59ae67206ed17)

Authorized to work in the US for any employer

WORK EXPERIENCE

Applications Engineer

CECO Filters - Telford, PA - November 2015 to August 2016

Responsibilities

- Call on existing direct accounts to acquire new business and generate additional revenue for the company.
- Drive focused product sales.
- Develop customer relationships in the early stages of the proposal process to establish the customer's needs.
- Review Customer Request for Quote to define project scope.
- Prepare complete quotes and bid responses based on customer requirements, Develop concepts to ensure accuracy and feasibility. Review similar projects to eliminate errors
- Continually seek, track and follow up on new and existing projects.
- Coordinate and track project information flow from request from quote to final invoice to insure all departments are aware of customer and project status at a given time.
- Develop and enhance new and existing customer relationships. Ensure residual sales from existing customers.
- Stay up to date on new technologies including internal development of product and their applications. Strive to provide customer with a competitive product with a technological advantage.
- Occasional travel to provide field (sales and technical) support to Regional Sales Managers and customers.

Sales Engineer

CECO Filters - Telford, PA - October 2012 to November 2015

Contact and meet with prospects/ clients and present industrial pollution control application and equipment solutions.

- Convey company equipment benefits, engineering capabilities, manufacturing capacities, and contracting service abilities via telephone conversations, email messaging and face-to-face meetings.
- Prepare complete quotes and bid responses, complete proposal preparation.
- Continually seek, track and follow up on new and existing projects.
- Develop and enhance new and existing customer relationships. Ensure residual sales from existing customers.
- Assist in developing competitive sales strategies for new and existing product lines. Participate in brainstorming to recognize industry trends and new target markets.
- Manage and train corporate account representatives in effort to seek customer opportunity, enhance the rep's product knowledge, to meet with their prospective customers, and to assist in corporate presentations.

Sales and Marketing Specialist

CECO Filters - Conshohocken, PA - April 2011 to October 2012

In addition to my responsibilities as a Marketing Coordinator I successfully assumed the following responsibilities:

- Respond to customer and outside sales inquiries by preparing and processing customer quotations and sales orders for CECO custom solution products.
- Responsibility for providing accurate information to customers and outside sales force regarding product sales, product technical information, job status, pricing information, manufacturing capabilities, and scheduling.
- Coordinate with production lead shops and shipping department as required to ensure critical customer deliveries are met.
- Convey company equipment benefits, engineering capabilities, manufacturing capacities, and contracting service abilities.
- Prepare complete quotes and bid responses, complete proposal preparation.
- Continually seek, track and follow up on new and existing projects.

Marketing Coordinator

CECO Filters - Conshohocken, PA - February 2005 to April 2011

Provided research and proposal specifications analysis for the development and negotiation of a Department of Defense sole source contract.

- Managed internal contract compliance for federal procurement regulations for chemical weapons demilitarization sites, including interpretation and translation of requirements into actionable internal compliance policy.
- Managed research, reporting, information management and marketing support activities accurately and completely.
- Provided seamless schedule management and travel support for executive level staff, including coordination of meeting schedule and logistics, all foreign and domestic travel arrangements, and oversight of all essential associated tasks including; including invitation letters, applications, meeting format and logistics, and cost to outcome analysis (per and post meeting).
- Developed and maintained administrative processes that eliminate redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- Coordinate with CECO Filters India, Pvt. Ltd to maximize marketing efforts by creating accurate and consistent messaging. Responsible for direction and quality assurance of all CECO Filters India marketing and reporting.
- Design brochures and circulars, Obtain quotes and proof any design work that is subcontracted, coordinate placement of advertisements in magazines, buyer's guides and other publications.
- Maintain accurate company information on internet databases.
- Maintain Catalog of products and manufacturing assembly pictures.
- Manage trade show schedule and also registration and payment of services. Responsible for ordering all giveaways and Responsible for the shipment of trade show booth, literature and any other material going to the trade show.
- Create and schedule web based marketing campaigns.
- Provide first line of support to all department customers through company-wide project coordination of product and/or service delivery from point of sale through the internal manufacturing process ultimately to the customer contact. In this role, I had the ability to participate in the scheduling, client meetings and internal process improvement, including:
 - Maintain and use of three databases to provide accurate analysis of internal financial reports, on a weekly/monthly/quarterly/yearly basis.
 - Liaise with various departments to ascertain up-to-date information on quoting process, including assessment of legitimate prospects.

This close association resulted in expertise in the sales process and subsequent responsibility to follow-up on projected targets and counsel on annual goals for next year for presentation to Division Manager.

Professional Experience

Front Office Manager

Jeanetta D. Burpee Institute - Blue Bell, PA - December 2002 to January 2005

- Management and support of patient database, including: billing statements, appointment setup and patient correspondence. Design and content development and maintenance of office communications including: written correspondence, office forms, brochures and web page.
- Order and Maintain inventory levels of all office supplies, testing supplies and therapeutic tools. Proofread evaluation reports for parents and schools.
- Comprehensive front office duties including: answering phones, processing mail, patient reception and customer service.

Home Staff/ Worker

Community Living and Learning - Indiana, PA - 1999 to 2001

- Responsible for providing individuals with intellectual and developmental disabilities a productive and independent lifestyle through positive role modeling, assisting with daily living skills and providing community involvement.
- Oversee the day to day operations of the residential home including reconciling the house finances, preparing meals, following the individuals IEP requirements, dispensing medications, driving clients to work as well as medical and psychiatric appointments, and providing basic first aid while working a scheduled shift, allowing for "hands on" management and providing immediate problem solving.

EDUCATION**History /Biology**

Indiana University of Pennsylvania - Indiana, PA
1995 to 2002

SKILLS

Proficient in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, Publisher), Adobe Acrobat, Globalede and Tiny terms accounting software as well as Goldmine sales and lead tracking software.