

JOURDAN RENTSCHLER

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EDUCATION:

Kutztown University - Kutztown, PA

B.S., Business Administration and Management, 2013

EXPERIENCE:

Achieve industry-leading customer and revenue growth by leveraging top-notch abilities in networking and lead development. Demonstrated success in converting prospects into customers, servicing accounts and maintaining consistent sales levels. Skilled relationship-builder, communicator and multitasker.

Skills**WORK HISTORY:**

Strategic Account Manager - New Business, 11/2019 - Present

Axis Business Technologies - Colorado Springs, CO

- Collaborate with Sales Manager and Marketing Department
- Meeting with customers to drive product sales and knowledge
- Demonstrating advanced product knowledge
- Generating new leads by meeting with customers
- Follow ups with customers to review satisfaction of product
- Finding new target markets to drive sales
- Market products to new users

Uniform Sales Representative - New Business, 9/2019 to 10/2019

Cintas Corporation - Manassas, VA/Colorado Springs, CO

- Selling Cintas's products and services to new customers
- Presenting and demonstrating products and services
- Working with the service department to ensure customer satisfaction

Lease Sales Representative - New Business, 06/2018 to 08/2019

Penske Truck Leasing Co., L.P. – Rockville, MD

- With a thorough understanding of the customer's business model identified and proposed products, prices, availability, product uses, and credit terms to customers utilizing Penske Truck Leasing services that translated into closed, contracted business deals
- Demonstrated ability in consultative and strategic selling techniques, including experience in articulating / presenting multiple products and services to C level executives both verbally and in writing
- Ability to connect and build rapport / relationships with internal and external customers at all levels
- Strong organizational skills, time management skills, and the ability to prioritize multiple projects / work streams
- Skill in the operation of variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Outlook, and Sales CRM
- Identified sales opportunities, conducted sales calls and customer visits within my assigned territory to diverse customers and executives to help fulfill their transportation and financial needs through full-service truck leasing
- Generated sales volume and revenue through a process of prospecting new B2B customers' accounts
 - Weekly dashboard sales activities entered in Salesforce that included in-person calls, dials, and proposals measured weekly
 - Responsible for exceeding monthly revenue quotas through ongoing prospecting activities, consistent proposal generation, and active management of a sales pipeline
- Consulted with clients after sales or contract signings to resolve problems and to provide ongoing support
- Arranged and direct delivery and installation of products and equipment
- Monitored market conditions, product innovations, and competitors' products, prices, and sales

- Delivered prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service

Rental Sales Representative, 04/2016 to 06/2018

Penske Truck Leasing Co., L.P. – Alexandria, VA

- Estimated and quoted prices, credit and contract terms, warranties, and delivery dates
- Consulted with clients after sales and contract signings to resolve problems and to provide ongoing support
- Prepared estimates, and bids that meet specific customer needs
- Arranged and directed delivery and installation of products and equipment
- Monitored market conditions, product innovations, and competitors' products, prices, and sales
- Delivered prepared sales talks, reading from scripts that describe products or services, in order to persuade
- reply cards, and lists purchased from other organizations
- Weekly Dashboard goals that included in-person calls, dials, and proposals
- Advanced computer skills including Microsoft Word, Excel, Outlook, Salesforce and PowerPoint

Management Trainee, 11/2015 to 04/2016

Penske Truck Leasing Co., L.P. – Alexandria, VA

- Developed consumer and commercial customer solutions to local and national accounts - including many of the Fortune 500
- Managed our large inventory of world class and nationally recognized vehicles, balancing fleet productivity, profitability and customer satisfaction in a fast-paced and dynamic workspace

Expeditor/Assistant Project Manager, 03/2014 to 11/2015

Perrotto Builders, Ltd & JJAD Concrete and Excavation Company – Reading, PA

- Primary project Expeditor on all hospital facilities and other private work projects.
- Primary project Expeditor/Assistant Project manager on all JJAD Concrete & Excavation Company projects.
- Secondary project Expeditor on all commercial, higher education, and other public work projects.
- Generating/issuing RFI's (Request for Information).
 - Issuing/processing of CCPR's (Contract Change Proposal Request): creating field folder with directive to proceed with additional work, returning field folder with Field Work Order tickets for billing, logging CCPRs, sending to Owner/Architect for approval and issuance of Change Order.
- Generating proposals to be sent to Owner/Architect on project for additional work requested.
- Receiving/logging all certificate of insurances.
- Handling workers compensation/general liability insurance claims for each project.
- Utilizing a scheduling system for employee meetings, training, and evaluations.
- Assisting in the payroll department.
- Generating weekly billing summaries for each project for Accounting.

Administrative Assistant, 05/2011 to 03/2014

L2i Construction, LLC – Wyomissing, PA

- Vice-President, and Project Managers.
- Managing the office calendar and scheduling meetings for the President and Vice-President.
- Handling confidential information, typing purchase orders and subcontracts.
- Identifying and filing proposals under CSI (Construction Specifications Institute) codes.
- Sending out invitations to bid on current proposed projects.
- Collecting proposals for the bids and generating a spreadsheet with cost breakdown per subcontractor.
- Filling out building permit applications to the township for approval.
- Printing off drawings for the Superintendent on project and setting up job files for the field.
- Ordering office supplies and invoicing clients/owners of project.
- Answering incoming phones and responding to emails.
- Computer Skills Include: Microsoft Word, Excel, Access, Data Entry, and Scheduling Software.
- Creating professional correspondences including human resource templates.