

PRODUCT MANAGER

Core Strengths

Microsoft Office including Access, Word, Excel, PowerPoint, Outlook.

Work Experience

01/2014 to 08/2015

Product Manager Valmet Corporation 1/4 Nashua , NH

- Responsible for leading the products team and keeping stock organized and available to customers.
- Working the supply freight to guarantee accurate count of consignment.
- Supervise the execution of the presentation of products.
- Manage a team to ensure that all merchandising and replenishment activities are done accordingly.

09/2010 to 10/2013

Account Representative Altra Holdings, Inc. 1/4 Syracuse , NY

- Marketed the products of the company to other corporations Built relationships with existing clients Communicated daily with insurance carriers and third party administrators Be a highly motivated, confident, self-starter, with a positive attitude and strong communication skills Reviewed medical reports to confirm truthfulness.

08/2009 to 07/2010

Project Coordinator South Carolina Job Board 1/4 Killian , SC

- Organized and maintained internal development Monitored contacts for technical issues Oversaw assessments and review processes Built relationships and offered support to the project members Developed processes and strategies to increase referrals and revenue.

Educational Background

May 2011

Bachelor of Arts : Liberal Studies Chicago State University 1/4 State Liberal Studies

Skills

strong communication skills, clients, insurance, merchandising, Access, Excel, Microsoft Office, Outlook, PowerPoint, Word, processes, self-starter