

Shannon Sharma

Timberlake, OH 44095

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216-526-3967

Accomplished and proficient multi-lingual with a background in diverse and dynamic placements. Motivated individual alongside a proven track record of exceeding challenges, delivering quality service, valuing hard work and having a penchant for learning, improving, and growing. Professional with a highly energetic and positive attitude, and ethics and values that work well in a fast-paced, high-performance culture.

Work Experience

Elected Official in Charge

Climax Metal Products Company - Timberlake, OH

April 2015 to Present

of the local office

- Supervise administrative officers, formulate policies, and exercise city powers
- Brainstorm future development of the city
- Participate in council meetings and community events while appointing officials and members to uphold the laws of the council and work to benefit the city
- Participate in local and state events for councilmembers and elected officials

KLD Sales Specialist

Climax Metal Products Company - Mentor, OH

November 2014 to Present

- Communicate with national and international customers, vendors, and other businesses in the Power Transmission Industry
- Skillful in Salesforce and Microsoft Office
- Provide outstanding customer service and support for employers and managers
- Train fellow co-workers in the product lines and CRM-system
- Manage a team of 10+ outside sales representatives
- Excelled in IDC-University and participated in PTDA - Leadership conference, Women in the Industry, and Sales Professional Training
- ISO-Auditer Certified

REO Specialist

Safeguard Properties LLC - Mentor, OH

April 2013 to October 2014

- Update and bill vendors and customers
- Use internal system, CITRIX, and work in the quality control department to quality check other employees and managers
- Work continuously to successfully exceed productivity and quality standards of the company by implementing quality control in different departments and vendors

Education

Master's in Business Administration

Lake Erie College - Painesville, OH

May 2012

Bachelor of Science in Chemistry

Lake Erie College - Painesville, OH

May 2011

Diploma

Perry High School - Perry, OH

June 2009

Associates of Arts in Painesville Area Chamber of Commerce

Lakeland Community College - Kirtland, OH

May 2009

Master's in Business Administration & Management

Lake Erie College

Research

NASA Glenn Research Center - Cleveland, OH