

ANDREA TAI

Experience

Adobe

Deal Desk Analyst

April 2022 - Present

San Jose, CA

- Led Frame.io's Deal Desk team to close over \$M in deals per quarter
- Manage day-to-day deal approval process, meet with sales teams, communicate via documented business cases with cross-functional stakeholders to articulate the deal value in a consistent manner
- Responsible for adherence to and compliance with policy and procedures
- Communicate with sales teams to ensure consistent application of process and policy
- Onboard and mentor new Deal Desk team members
- Responsible for drafting and certifying customer contracts with Sales, Legal, Order Management, and Finance
- Interact with internal stakeholders, including but not limited to Legal, Sales Operations, Sales Finance, Revenue Assurance, Business Units, Order Management, Credit, and other functions

LinkedIn

Deal Desk Strategist

Nov 2021 - Apr 2022

Sunnyvale, CA

- Generated and analyze sales reports that provide insights into improvement opportunities for sales
- Educated sales representatives on processes and best practices to improve performance
- Built working relationships cross-functionally that will help resolve special requests from clients/sales

Conga

Deal Desk Analyst

San Mateo, CA

Aug 2021 - Nov 2021

- Managed enterprise renewal deals Close Order process end to end on Salesforce
- Provided Sales Operations leadership, support, and training to the sales organization
- Provided operational support to the sales team including territory and pipeline management
- Worked cross-functionally with Legal and Finance on closed order compliance and revenue

Poindus Systems

Business Development Sales

Taipei, Taiwan

Sept 2020 - Dec 2020

- Conducted market research by set country or application area and generate sales leads to meet/exceed monthly and quarterly goals
- Created custom presentation to deliver value proposition around Poindus competence and product portfolios to engage and recruit new business
- Worked with account and country managers on Sales team to grow their sales growth in set country or application area through joint development of strategies and tactics

Education

Santa Clara University

Bachelor of Arts in Communication, Minor in Information Systems and Analytics, Minor in Economics

Dec 2020

Skills and Interests

Languages English (Native), Mandarin (Native), Taiwanese (Native), Spanish (Intermediate)

Technical	Adobe Photoshop	Adobe InDesign	Windows	Word	PowerPoint	Android	Salesforce.com
	Adobe Lightroom	Adobe Illustrator	macOS	Excel	OneNote	iOS	Entomo
	Hootsuite	CSS	HTML	SEO	Google Analytics		Final Cut Pro

Non-Technical	Event Planning	Sales Operations	Social Network	Project Management
	Marketing	Management	Team Leadership	