

**Objective:** A passionate, persistent, and dedicated individual in search of an opportunity in which to embrace my skills and talents.

**EXPERIENCE:**

- 1/2016-Present MidWest Specialty – Specialty Food Broker (Chicago, IL)  
**Account Manager**
- Build and maintain the client-distributor-retailer relationship and partnership by managing the marketing aspect of the product lines (promotions, trainings, & demos) and by scheduling and conducting product meetings and presentations
  - Develop and execute strategic plans to market and increase sales of current and newly introduced client product lines in a weekly, monthly, quarterly, and annual basis – examples include participating in key tradeshows, researching and actively contacting new potential customers, and efficiently handling/resolving any complaints or concerns from customers
  - Manage all the administrative tasks necessary to market product lines including new item forms, PowerPoint presentations, and tracking Excel spreadsheets
  - Visit customer stores to build strong relationships with the corresponding category managers and develop their trust while pushing MidWest products
- 8/2014-12/2015 Euro USA – Importer & Distributor of Specialty Foods & Fresh Seafood (Chicago, IL)  
**Sales Support/Retail Merchandiser**
- Monitored client's authorized products system entering new items, discontinuing products, and updating information as needed
  - Managed client's promotion system by submitting approved deals on a weekly basis meeting strict ad guidelines
    - Ran monthly reports on promo items and their corresponding timeframes to reconcile bill-back totals based on offered deals while keeping track of all vendor approvals to conduct deductions
  - Processed price contract changes and credit requests on a monthly basis
  - Verified product stock, tracked inventory movement, created and added on to client orders per client's request, and submitted product orders through Euro's system
  - Helped merchandise the corresponding Euro product department during store grand openings, during department resets, and as needed per client's request
- 1/2014-8/2014 Verizon Wireless (Hillside, IL)  
**Retail Sales Representative**
- Ensured the over achievement of sales objectives including monthly quotas
  - Analyzed customer accounts to provide the best product/service solutions and financial guidance regarding billing matters
  - Developed action plans to help improve weekly sales performance which included adjusting our sales pitch, increasing phone calls to increase in-store traffic, and by developing targets with matching incentives for motivation
- 12/2011-12/2013 Tripp Lite (Chicago, IL)  
**Junior Accountant - Co-op/Expense**
- Managed the expense reimbursement process which included reviewing expense reports for approval and verifying that all backup information submitted aligned with the company's policies and guidelines
  - Processed the company's major credit card payments on a monthly basis verifying general ledger accounts and submitting corresponding monthly accruals
  - Processed marketing plans (co-op) for approval and assessed detailed information on the payments of promotions for the company's major accounts while monitoring account deductions and processing credit memos

**EDUCATION:**

- 1/2011-12/2011 Morris Graduate School of Management (Chicago) - **Masters of Business Administration**  
3/2009-12/2010 Westwood College (Chicago) - **Bachelor of Arts in Business Administration**

**SKILLS:**

- Proficient with Microsoft Word, Excel, PowerPoint, Access, Outlook, AS400
- Bilingual (Fluent in English and Spanish)