

Cindy J. Bradley

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SUMMARY OF QUALIFICATIONS

- Offering extensive, diverse experience in various fields of employment
- Dedicated to providing quality customer service
- Ability to listen, communicate effectively and quickly establish rapport
- Compliance with all safety rules and regulations
- Enjoys contributing to a team effort and creating a positive work environment
- Able to work with diverse populations
- Computer skills: Microsoft Office (Word, Excel, Outlook) SAP, Various In-House Software
- Recipient of multiple meritorious and service awards

SUMMARY OF KEY SKILLS

Sales/Customer Service Representative/Inside Account Representative

- Educated, demonstrated product and explained product features to prospective customers
- Recommended products to customers, based on customers' needs and interests
- Answered customers' inquiries about products, prices, availability, product uses, and credit terms
- Consulted with customer to resolve any issues and to provide ongoing support
- Accurately processed purchase orders, coordinated delivery
- Provided monthly forecast and updated when applicable for weekly meetings with planning team

Administrative Assistant

- Provided administrative support to staff, including contracts, accounts payable / accounts receivable duties, invoicing, scheduling, marketing
- Accountable for performing various general office duties including filing, data entry, scheduled appointments, mail duties, operated telephone systems, greeted individuals in a timely manner
- Insure proper inventory of necessary supplies
- Maintained a clean, safe, and orderly work environment

EXPERIENCE

Switzer Metal Fabricator, *Blasdell, New York (9/24- 5/25)*

Industrial Customer Success Coordinator

ProAmpac, *Cheektowaga, New York (2/2022-2/2024)*

Customer Care Representative

Upstate Niagara Cooperative (Upstate Farms), *Lancaster, New York (5/2019-12/2021)*

Inside Account Service Representative/Trainer

Bunzl Distribution, *Depew, New York (6/2015-5/2019)*

Inside Account Representative

OTHER RELEVANT EXPERIENCE

US Foodservice, **Customer Service Representative**

EDUCATION

Niagara County Community College, **Accounting**