

OBJECTIVE: I look forward to joining the team of a progressive and growing organization which offers an opportunity for personal growth and upward mobility from within its ranks. My tried, tested and proven communication skills, multitasking capabilities, attention to detail and positive attitude would blend well with such an organization.

AREAS OF EXPERTISE:

Inventory Control	Bank Deposits / Reconciliation	Designer
Job Costing / Estimating	Profit Analysis	Sales/Coordinator
Job Scheduling / Coordinating	Microsoft Office Savvy	Buyer

EDUCATION:

Bachelor of Arts in Interior Design, (December 1993) University of Mississippi.

WORK HISTORY:

Nexagen USA, Akron, OH (5/2007-Present): Independent Distributor

Health, nutrition and wellness company. The main focus is on the epidemics of obesity. Our sizzle product is an all natural weight loss patch, unlike any in the history of weight loss.

KenCo Distributors, Nashville, TN (2/2006-5/2007): Sales Coordinator / Liaison

The responsibility of my current position requires a comprehensive understanding of all aspects of the bidding, pricing, negotiating, and submission of the job proposal process. My communication skills are essential, whether taking an order from across the counter, over the phone, ordering materials from a major vendor, or coordinating information between sales and management, my ability to multi-task, organize, and meet or beat deadlines is paramount to the high level of service and customer satisfaction we provide to our customers. To maintain the highest degree of credibility in the presentation of proposals to our contractors I always endeavor to have a command of the technical information on the products and services offered.

Demos' Steak and Spaghetti, Nashville, TN (2005): Manager

Responsibilities included the management of a staff of 20 to 30 servers, Inventory Control, Daily Transaction Analysis, Cash Out, and Bank Deposits. Emphasis on Service and Customer Satisfaction was extremely essential.

Carpet Den Interiors, Franklin, TN (2003-2005): Warranty / Builder Coordinator

Duties included coordinating and scheduling of installations between superintendents and installation managers, estimating material requirements for specific plans, and assisting designers and builders with home buyers in the selection process. Invoicing for Accounts Payable and Collection for Accounts Receivable also fell under my tasks. Providing Proposals, Coordinating and Communicating with home owners with respect to Warranty Issues was also an essential part of my position.

Watson Carpet and Floor Covering, Brentwood, TN (1995-2003): Sales & Design Consultant and Job Estimator

Duties included providing designs and completing estimates on floor covering and window treatments for both commercial and residential needs. Performed take-offs from blue prints and field measured. Advised clients, designers, builders and retail outlets on the best selection of floor coverings and window treatments available to satisfy their needs. Designed custom rugs, including layout and color scheme.