

ALLYSON JUNE

(218) 555-5555 | sampleresumetemplates@email.com

Department Secretary Sales Office

Offering 18 years of administrative support experience working in sales offices

Well versed in coordinating logistical operations and supporting business and sales office activities involving meetings, communications, and vendor relations to assist field sales teams and event marketing initiatives in all areas of merchandise distribution, promotion, and sales. Software and social media savvy with advanced experience developing presentations, promoting products online, and driving brand awareness through content creation supporting the launch and online marketing on consumer products.

WORK EXPERIENCE

Administrative Assistant, Sales Office | PJN MERCHANDISE PROMOTIONS - Sugarland, TX 2006 – Present

- Lend administrative support to Director of Sales & Marketing, acting as a departmental liaison between vendors and sales teams to ensure smooth business operations and business growth.
- Communicate directly with customers by phone and email to resolve order and payment related issues in an expedient manner, with particular attention to shipping and quality.
- Attend industry trade shows to present new product lines to buyers.
- Create diversified types of documents, provide phone coverage, manage manual and electronic filing systems, and maintain / track calendars, schedules and meetings.

Department Secretary | TEXAS SHIPPERS - Sugarland, TX 2003 – 2006

- Provided secretarial assistance to six departmental managers.
- Performing general office tasks in the areas of document processing, faxing, filing, mail sorting, word processing, data entry and heavy telephone coverage.
- Prepared reports and coordinated overnight express deliveries.
- Handled daily cash deposits, made bank runs, and prepared invoices.
- Developed Excel spreadsheets to track the success of sale promotions.

EDUCATION

SECRETARIAL SCHOOL OF AMERICA - Sugarland, TX
Certificate, Office Administration

SOFTWARE SKILLS

MS Word, Excel, PowerPoint; Adobe Illustrator and PhotoShop; QuickBooks; SAP; Salesforce.com