

# PAMELA S. WOODYARD

Toledo, OH 43615

(419) 260-1596

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**Qualifications Summary:** Skilled and dedicated Administrative Professional with over 20 years of experience in coordinating, planning and supporting daily operational and administrative functions.

- Detailed-oriented and organized with the ability to meet deadlines.
- Able to identify goals and priorities and resolve issues in initial stages.
- Demonstrated capacity to provide comprehensive support for executive staff.
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Outlook)

## **Employment History:**

**Nov 2017- Leaderpromos.com, Columbus OH**

**June 2018** Project Coordinator

Duties: Assist customer in finding items, providing quotes, placing orders for products to be imprinted with their company logo. Work with suppliers to produce products for customer and ensure they are delivered in a timely fashion.

**Sept 2014- Staples Promotional Products, Overland Park KS**

**Sept 2017** Special Order Account Representative

Duties: Assist customer in finding items, providing quotes, placing orders for products to be imprinted with their company logo. Work with suppliers to produce products for customer and ensure they are delivered in a timely fashion.

**Sept 2013- Hit Promotional Products, Largo FL**

**Sept 2014** Customer Service Overflow/Detailer

Duties: Assist customers in finding items, pricing, and verifying available inventory. Detail sample requests and forward to order entry. Verify shipping/tracking information and follow up with customer questions.

**June 2012- Lokey Automotive, Clearwater, FL**

**Sept 2013** Service Scheduling Coordinator

Duties: Answer phones, working with Microsoft Word products, call current customers and schedule automotive services, generate monthly reports.

**May 2007- Total Pet Care of Ohio, Maumee, OH**

**Feb 2012** Assistant to the President/General Manager

Duties: Manage office, generated forms and reports, typing, filing, daily deposit, payroll, general office duties and assist in various departments.

**June 2006- North West Ohio Specialists Coop, LLC, Toledo, OH**

**Jan 2007** Administrative Assistant

Duties: Schedule meetings and appointments for the Executive Director, typing, filing answering phones, and general office duties.

**Education:** University of Toledo, Toledo, Ohio Major: Legal Assisting

**References:** Diane Straits, Owner/Operator, The Britton Bull Pen  
734-693-4559 (Cell)

Brenda Langland, Special Order Account Rep, Staples Promotional Products  
712-212-5681 (Cell)

Michelle Tack, Sr. Special Order Account Rep, Staples Promotional Products  
419-878-3249 (Home) or 419-266-4251 (Cell)