

**DIRECT SALES | KEY ACCOUNT MANAGEMENT | SALES & MARKETING SUPPORT**

Resourceful, self-directed professional with a consistent history of increasing revenue through new business development and maximizing existing accounts. Create loyal client relations within all accounts through natural rapport and a sincere commitment to understanding and satisfying customer needs. Combine lead-by-example management with intuitive sales strategies to maximize efforts and boost profits. Sound decision-making and interpersonal abilities; easily implement decisions and set effective priorities to achieve both immediate and long-term goals. Committed, with a positive attitude in:

**Marketing Strategies | Sales Analysis | Customer Service | Economic Tracking  
Quality Assurance | Manufacturing Liaison | Price Negotiation | Sales Fulfillment | Shipping Processes**

*Computer-oriented; familiar with PCs, AS400, MS Windows operating systems and applications including Word, Excel, PowerPoint, and Outlook; also familiar with Profit Maker, JD Edwards, Sales Place, Lotus Notes and Skype; able to research the Internet and efficiently handle all e-mail functions in a timely manner.*

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**PROFESSIONAL EXPERIENCE****SmartSource Rentals, Orlando, FL****2019 to March 2020**

**Sales Support Specialist** - Provided sales support for Account Executives renting technical equipment such as laptops, monitors, keyboards and docking stations.

- Worked as part of a team in a fast-paced environment, assisting Account Executives, Account Managers and bid specialists in preparing RFPs, prior to presentation to clients.
- Entered orders into the order and inventory management system, followed up on details related to sub-contracting of rentals, confirmed sub-contracted orders and generated POs to those vendors.
- Communicated order details to fulfilling branch operations team and ensured all necessary fulfillment information was received, coordinated and facilitated running changes to jobs/orders by communicating with client contacts, vendors and fulfilling branch operations teams, and reviewed jobs upon completion and confirmed any necessary post-event billing.

**Swag Promo, LLC, Orlando, FL****2018 to 2019**

**Remote Sales Support Specialist** – Provided sales support for Account Executives selling customized promotional products, managing the entire process from initial order entry to delivery of goods, and serving as a liaison between Account Executives, wholesale suppliers and end-users.

- Worked independently, via remote location, converting Executive's quotes into orders in the computer system, tracking order status from start to finish to ensure timeliness of delivery, proofing printed promotional products, acting as a liaison between client and vendor after order placement, and handling all Quality Assurance issues.
- Negotiated with suppliers on pricing issues, worked with vendors to get credit memos for invoice discrepancies and/or missing products, managed shipping and delivery dates to ensure on-time delivery, and worked with accounting to make sure invoices from vendors were accurate prior to billing customers.

**RR Donnelley, Oakdale, MN****2014 to 2017**

**Customer Service Coordinator** – Primary contact in the development of client/dealer relationships, making outbound and inbound calls to product dealers in order to sell, plan and market advertising programs.

- Spent 60-70% of time working with dealers over the phone, answering questions and inquiries, selling programs (cold calling), and e-mailing confirmations and reminders for this advertising/marketing support center.
- Worked with clients to gather information, interact with dealers, vendors, and other personalization team members, provide creative direction and, if needed, conduct research on the project.
- Effectively presented and sold ideas to all outlets, chose the correct medium and layout to best convey the required message, presented visuals such as mockup samples, and supported deliverables to communicate vision for final products.

**Professional Experience continued...**

- Understood client brand management and developed guidelines to adhere to, while clearly communicating with clients in order to understand their design needs and then present concepts.
- Assisted team in gathering information about dealer advertising programs, responded to customer needs, prepped jobs for ad creation, troubleshoot files for print and kept up to date with advancements in technologies and programs.
- Provided electronic and physical presentation materials, produced accurate and high-quality work while working toward tight deadlines, and planned work according to developed specifications, processes and procedures.

- Managed the production process of each project, monitored all aspects of production schedules, and assured completion of all tasks in accordance with client specifications in a timely and efficient manner.
- Proofread paperwork and backed-up other Advertising Coordinators and team leads in their absence, sent out offline mailings and notified Supervisor of any job discrepancies or challenges.

**Factory Motor Parts - Eagan, MN**

**2012 to 2014**

**Sales Support Rep-Distribution & Retail** – Supported the Retail/Distributor Channel with a variety of sales support functions in order to increase overall sales within the division; assisted customers with questions, concerns, orders, and other needs as well as investigated and resolved issues and concerns.

- As sales support, made outbound calls to customers for follow-up, to promote sales, or other related reasons; assisted channel in growing incremental sales through a variety of sales support activities including documentation and ran reports and metrics that measured a variety of customer and sales details.
- Input customer orders received verbally or through other means; received, responded to, and effectively resolved incoming customer calls escalating information to sales when necessary; worked with operations staff in regards to the delivery of customer orders, estimated time of delivery, service issues, backorders, and fill rates.

**Sales Support Rep-Distribution & Retail** – Responded to customer inquiries regarding information, pricing, order status, or other needs; developed, maintained, and communicated reports and spreadsheets regarding customer orders, backorders, sales trends, pricing, volume and any other required information; processed and tracked the final accurate processing of customer returns and credits.

- Placed outgoing calls to designated customers regarding sales promotions and other sales needs; responded to and successfully resolved customer needs and problems by effectively communicating customer successes and concerns with appropriate sales staff; attended and actively participated in weekly sales meetings and related conference calls.

**International Paper, Minneapolis, MN**

**2010 to 2011**

**Sales/Sales Support** – Provided sales and sales support services for this global manufacturer of paper and paper products; investigated account problems or issues and resolved in an efficient and equitable manner.

- Daily interaction with customers, providing advice in the selection of products; monitored accounts to ensure realization of customer goals.

**2020 Promotions, Saint Paul, MN**

**2008 to 2010**

**Sales/Sales Support Specialist** – Developed and maintained ongoing and cooperative working relationships with customers; researched/resolved problems ensuring customer satisfaction and high customer retention rates.

- Impressed upon clients the unique qualities of services and recommend products; contacted suppliers for availability and selection of products, solicited bids and negotiated lower prices.
- Placed orders and monitored contracts with suppliers to ensure all agreements were met; maintained thorough knowledge of printing processes and worked with suppliers to resolve problems.
- Cold-called potential clients in order to acquire new accounts; consistently followed-up on leads; tracked economic information relating to products including market conditions and price trends.

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**Professional Experience continued...**

**NELA, Oakdale, MN**

**2005 to 2008**

**Customer Service/Sales Support** – Provided walk-in and call-in customers with prices on automated and manual equipment for this manufacturer of register systems for the newspaper and commercial printing industry.

- Wrote formal proposals and placed orders for new and existing corporate customers; provided administrative support for salesmen traveling across the US, Canada, and South America.
- Answered busy phones and continuously documented customer accounts, tracked quotes, and filed completed paperwork; individually chosen to travel to and represent company at trade shows.
- Worked closely with Engineering for requested customer layouts; used engineering layouts and bill of materials to price automated and manual equipment.
- Amicably interacted with all levels of personnel in every department including Sales, Engineering, Marketing, Purchasing, Accounting, Service, and Manufacturing.

*Completed coursework in Principles of Marketing, Customer Service Strategies, and Advertising Sales/Promotion*