

MONTE M. JOBSEEKER

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OBJECTIVE

Position as an Office Manager utilizing my office administration skills and experience.

SUMMARY OF QUALIFICATIONS

Office administrator and sales professional with over 12 years experience in medical sales and business office administration. Competent in all aspects of daily business operations, including: personnel management, human resources issues, contract negotiations, bookkeeping, recordkeeping, customer service, purchasing, and numerous administrative and sales functions.

AREAS OF EXPERTISE

- Account Management
- Customer Service Management
- Quoting/Pricing
- Human Resources
- Billing/Invoicing
- Record Keeping
- Contract Negotiations
- Accounts Receivable
- Accounts Payable

PROFESSIONAL EXPERIENCE

MEDI-NUCLEAR CORPORATION, New Hudson, MI

2001-Current

Sales Representative

- Responsible for managing and servicing customer accounts totaling some \$1.8 Million in annual sales.
- Customer relationship management for 8 of the company's largest customers.
- Assisted with implementation of new sales program including research, organization, and implementation.

Executive Office Assistant and Sales Account Manager

- Office administrator for company president, including sales support, scheduling, and account management.
- Increased customer retention through updating systems and superior customer service.

Purchasing Agent

- Generated quote requests and created purchase orders for shipment to customers.
- Controlled all aspects of company purchase ordering and fulfillment from vendors.

ARVINMENTOR EXHAUST SYSTEMS, Farmington Hills, MI

2000-2001

Sales Account Representative for DaimlerChrysler Business Group

- Provided administrative and sales support to company president.
- Assisted with implementation of new sales program including research, organization, and implementation.

SEEGULL/KIRSCHNER & ASSOCIATES, Farmington Hills, MI

1997-2000

Office Manager/Sales Account Assistant

- Provided regular sales and office support to company CEO, VP, and five account managers.
- Managed customer purchase orders, vendor order tracking, client invoices, and customer service.

OTHER RELEVANT POSITIONS

Fricki Company, Bloomfield, MI – Office Manager

1995-1996

Counseling Insight, Southfield, MI – Office Manager

1992-1995

Knight Systems, Dearborn, MI – Office Manager

1990-1992

EDUCATION

UNIVERSITY OF MICHIGAN, Dearborn, MI – Bachelors in Psychology (Minor in Sociology)

BRUNO BEAUTY SCHOOL, Dearborn, MI – Licensed as Nail Technician in Michigan

COMPUTER SKILLS

Microsoft Office, CRM Software, Prophet 21 Commerce Center, MACS Rep Program, Peachtree