

Angela Roach

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Objective

Recently Reduction in force from employment of 22 years at OfficeMax, due to merger with Office Depot. In search of new career that can benefit from my strong work ethic and ability to learn quickly.

Experience

OfficeMax Technology Business Relationship Manager **December 2nd. 2006-April 25th, 2013**

- Contacted new and existing customers to discuss how their needs could be met with specific products and services. Fast paced environment with daily goals to be met. Quoted pricing, credit terms and other bid specifications. Responded to all customer inquiries in a timely manor.

OfficeMax Accounts Payable Department **October 2003-December 2006**

- Responsible for paying the company's largest vendor HP. Matched up invoices to purchase orders in electronic environment. Resolved vendor and customer issues when things did not match up, attended meetings with vendor to help find ways to keep open communication and streamline process.

■ **Boise Cascade** **August 1992-October 2003**

Order entry, customer service, retail store and direct ship Department and Sales...Boise sold to OfficeMax In 2003.

Education

Streator Township High School **1975-1979**

Studied Business and marketing. Graduated in 1979, active in clubs, Key club and S Club. Was a Streatorette pom girl.

Skills

Very organized, on time person. Take pride in my work. Word, Excel, and trained in many different systems.

Self Motivated, recently started the Tech Sales Program with 3 other associates from the ground up. Helped implement and organize our daily functions. Carried a 2 million dollar base and retained customers.