

Sandra S. Long
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EXPERIENCE

Sherwin Williams/Comex Group, USA/Kwal Paint **June, 1991 to April, 2014**
5575 DTC Parkway, Suite 100
Greenwood Village, CO 80111
(303) 371-5600

EXECUTIVE ASSISTANT **February, 2002 to April, 2014**

- Responsible for Corporate Purchasing Agreements with Contractors, Property Management Companies and Homebuilders, handled all aspects of the accrual and pay-out of quarterly and annual rebates to same
- Processed all requests for Sample and Completed Project Warranties for all brands – maintained files and data base for same
- Implemented and acted as Project Manager for new Container Rental Program for our Painting Contractors, which resulted in a \$50,000 savings in calendar year 2013
- Handled requests manually and via websites for various Compliance companies ensuring our company could bid on projects by obtaining necessary Vendor Agreements, and providing Certificates of Insurance, and other necessary documentation
- Provided confidential, executive level support to two National Sales Vice Presidents, Regional Sales Vice President, Area Vice President, and Strategic Planning Management Team
- Researched, scheduled and obtained tickets for all executive travel
- Completed and submitted for approval all executive monthly expense reports
- Attended Monthly Regional Committee Meetings – taking and distributing notes to all attendees
- Set up group meetings as requested; scheduled and maintained corporate conference rooms and scheduled all necessary call-in conference meetings
- Supervised staff of three Administrative positions and one Customer Service Agent

HUMAN RESOURCE MANAGER **December, 1996 - January, 2002**

Managed Human Resource Department while company was acquiring smaller, regional companies. Supervised all aspects of Payroll and Human Resources with a staff that went from two to five people, while employee base went from 250 to 750 people during this transitional time.

EXECUTIVE ASSISTANT TO CEO & CFO **June, 1991 - December, 1996**

Handled all aspects of administrative duties for CEO & CFO - including correspondence, travel arrangements and executive presentations

SKILLS

Microsoft Office
Lotus Notes
Adobe Acrobat