

Debra Mofle

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Objective

To obtain the position which will offer a variety of challenges and responsibilities where my abilities and skills can be fully utilized.

Strengths:

Problem solving ability.
Organized, precise with attention to detail.
Motivated with great attitude.

Professional Experience:**Caregiver, Chaska, MN**

04/2013 to 12/2014

Light housekeeping. Meal preparation and clean up. Laundry and ironing. Assisted with walking and light exercise. Assisted with bathing, dressing and grooming. Engaged in physical and mental exercises. Medication reminders. Maintain calendar and organize mail. Transportation assist to appointments, shopping and outings. Companionship.

JBS Swift & Company, Greeley, CO

10-2001 to 04-2013

Key Account Manager

On-site liaison located at customers headquarters at SuperValu, MN

Accurately entered flow, spot buy and collective bid buy orders into vendor and customer's system on a daily basis as product is ordered. Conducted daily research to track customer's orders from point of origination through point of delivery which includes daily appointments, overages and shortages or any other discrepancies. Placed back-orders as needed. Organized detailed notes on all late trucks for future disputes with customer warehouses.

Resolved problems with placed orders on a timely basis and appropriately communicate all problems/resolutions to customer including damages, billing or other product related problems. Properly addressed and developed better practices related to supplier shortages and delivery inefficiencies. Focused on the customer and initiated efficient practices to ensure customer satisfaction. Strived to develop and maintain partnership and communication practices with customer to ensure success. Understanding the customer's buying process and order flow with each represented principal.

Maintained complete and accurate lists of all vendor's product codes and descriptions to correspond with customer's division codes and descriptions. Maintained accurate, complete up-to-date accessible records and files related to: order specifications of all new approved items, current pricing, promotional pricing, order placements and confirmations, problems and resolutions, including all correspondence and complaints. Completed new item set-up forms for customer including complete specifications.

Maintained effective procedures for avoiding deductions between customer and vendor (e.g. through monitoring agreed prices, etc.). Assisted in the prompt resolution of deductions, and in recouping related brokerage deductions. Maintained and distribute the USDA daily trade level report (price list) for SuperValu on a daily basis.

Answered questions and/or concerns from vendor sales, customer service and collections on a daily basis for whatever support they may request. Responded to buyers and promotional manager's questions and/or concerns and initiate the corrective action to efficiently resolve current situation. Maintained a positive and constructive working relationship between vendor and customer.

Managed a monthly report consisting of order-fill and on-time delivery of vendor's product to customer's distribution centers. Assisted vendors outside sales representatives in grand openings of customer's stores, store shelf set-up or any assistance they may need as it pertains to the customer. Assisted outside sales representatives in meetings with customer. Administrator for SV Harbor which includes SuperValu University classes, password changes, ePass and dock scheduling. Completed all related activities, reports and special projects as assigned. Developed and maintained excellent rapport with all SuperValu staff as well as region contacts cut pricing errors to 99%.

Updated transportation/warehouse receiving hours as well as contact information current.

SuperValu, Eden Prairie, MN
Category Manager Assistant

11/2000 to 10-2001

Provided support to the category and promotional managers in day-to-day operations as they pertained to vendor and region communications. Tracked purchase orders and monitored shipping information from suppliers. Verified invoice pricing and approved invoices for payment. Miscellaneous office duties as assigned.

Parker Hannifen, Chanhassen, MN

05-1996 to 11-2000

Administrative Support / Accounts Receivables

Account Receivables duties. Administrative office duties. Data entry of daily direct labor production reports as well as weekly employee time-cards into company software. Responsible for company returns. Maintained vendor information. Reported daily sales, bookings and backlogs. Arrange employee travel plans. Maintained and ordered office supplies.

Chaska Herald, Chaska, MN

03-1994 to 05-1996

Assistant Editor

Typeset newspaper copy, page layout and newspaper design. Write, type and/or edit weekly newspaper copy. Proof read newspaper copy before print. Assisted customers placing advertisements and newspaper subscriptions. Assigned special projects such as the Chaska Resident Guide. Took occasional photography for special events. Listened to police scanner for news stories.

Carver County Sheriff's Department, Chaska, MN

02-1989 to 06-1993

Clerk II

Typed transcription statements from deputies for pending cases usidictation and handwritten materials . Recorded daily traffic citations and DNR reports into database. Responded to questions by telephone or visits from the public and other county employees about department related information.

Education:

Marshall University High School, Minneapolis, MN

Hennepin Technical College – Eden Prairie, MN - Specialized in Audio Visual Media Production and Desktop Publishing

Software Experience:

Proficient with a wide range of computer software and applications including : **Manage 2000, Microsoft Windows, Microsoft Outlook, Lotus 1,2,3, Excel, Microsoft Word, Quark Xpress, XYWrite, Page Maker, PPLEX Extra X-treme.**

References available upon request.