

Ceylonardra Finley

SR. Lighting Specialist/Account Manager

Buckeye, AZ
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WORK EXPERIENCE

SR. Lighting Specialist/Account Manager

Venture Lighting Technologies - 2013 to 2015

Managed all account encompassing the United States

- Utilized all manner of communication processing orders via internet, email and phone
- Provided follow-up on all backorders, and returns, guaranteeing customer satisfaction.
- Attended all managerial meetings, providing input on all aspects of effective time management.
- Generated reports, mapping out strategic approaches to enhance customer loyalty
- Assisted with all financial transactions, i.e. cash, credit and credit card transactions
- Translated wiring diagrams and blueprints for the installation of metal halide ballast to electricians and end users

Lighting Specialist LS1/CSR

Halco Lighting Technologies, LLC - Carolina, Florida, US - 2011 to 2013

Responsible for all orders in the Florida and Carolina territories.

- Entered all purchase orders via the internet, fax, email as well as over the phone.
- Handled all backorders, returns and defectives.
- Negotiated pricing on job orders and in stock orders.
- Identified all crossover for all bulbs and ballasts from various vendors, i.e. leds, metal halide, cfls, and incandescent.

Electrical Apprentice

International Brotherhood of Electrical Workers' Local - 2006 to 2009

Worked and studied as an electrical apprentice as a part of IBEW

- Trained in conduit binding, wiring pulling and installation of electrical boxes.
- Worked for several electrical companies such as Sasco Electric and Universal studios electrical department.

Purchasing Assistant/ Customer Service Representative

Novitas Inc - 2001 to 2006

Monitored all purchase orders to affect the greatest savings within reasonable delivery times. In addition, this monitoring process

included coding, product, vendor, and other checks as was necessary..

- Entered data to maintain purchase order log books.
- Maintained procurement documents in a systematic, retrievable manner.
- Consulted with district offices and school-level personnel in supplying vendor information and availability of products.
- Disseminated information relative to state contracts, district-wide bid arrangements, services, & guarantee warranty prices
- Maintained up-to-date vendor list relative to the procurement of new business.
- Placed orders and followed up on all shipments, tracked sales and customer purchase information.

EDUCATION

Associate of Arts in General Studies

CUYAHOGA COMMUNITY COLLEGE - Hollywood, CA

ADDITIONAL INFORMATION

Highly personable Lighting Specialist / Inside Sales Account Manager, with over five years of experience in vendor and product

relations, claims and sales processing Talent for identifying customer needs and presenting appropriate company products and

service offerings. Demonstrated ability to gain customer trust and provide exceptional follow-up, leading to increased repeat and

referred business. Secured numerous company achievement awards for delivery of exceptional service.

Proficient with Microsoft Office

(including Microsoft Word, Excel, PowerPoint, Access and Microsoft Outlook).