

AMANDA VIZCAINO

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More than 15 years of experience in selling and purchasing various steel components. Proven track record of increasing profitability through close management budgets and vendor relationships. Recognized strengths in problem-solving, troubleshooting, staff support and development of practical procedures to improve business processes. Managed intense daily customer volume including telephone triage, appointment scheduling, and customer issues and resolutions.

Work Experience

Procurement Specialist

Cutting Edge Steel, Inc.-Dacono, CO

August 2019 to October 2023

- Issued purchase orders to primary or alternative suppliers via email or by phone.
- Assigned tasks and provided direction to shop staff while ensuring the purchasing process is met within established timelines.
- Cultivated and strengthened vendor relationships to drive savings.

Inside Sales Representative

Norfolk Iron & Metal, Inc.-Greeley, CO

May 2014 to August 2019

- Managed new and existing customer accounts by negotiating terms, managing account expectations, and resolving any problems, issues and /or concerns.
- Developed sales territory for a new region.
- Develops sales opportunities and assists in developing the pipeline for future sales activity through daily interactions with customers. Developed sales territory for a new region.

Sales Support/sales Supervisor

Eldorado Trading Co-Broomfield, CO

October 2011 to March 2014

- Assisted Sales Director in leading, directing and motivating the sales team to achieve the overall corporate sales objectives.
- Created and monitored sales reports for sales/revenue growth, sales productivity, and provided detailed reporting on the overall performance of each team member to the Sales Director.
- Independently managed show contracts, product requirements and logistics of each show.
- Responsible for the execution of all assigned trade show activities. (pre-show planning through post show completion)

Education

CERTIFICATE

Aims Community College Greeley - Greeley, CO
2011

BACHELOR'S DEGREE in Business Management

CSU Global College - Denver, CO

Skills

- Purchasing
- Sales Support
- Procurement
- Inside Sales
- SAP
- Negotiation
- Accounting
- Triage
- Supply Chain
- Process Improvement
- Microsoft Outlook
- Sourcing
- AS400
- CRM software
- HR sourcing
- ERP systems
- Microsoft Excel
- Microsoft Office
- QuickBooks
- Communication skills
- Customer service
- English
- Computer skills
- Time management
- Organizational skills
- Manufacturing
- Accounting software
- Salesforce
- Sales
- Supervising experience

- Clerical experience
- Microsoft Word
- Typing
- Microsoft Powerpoint
- Inside sales
- Conflict management
- Marketing
- Office management
- SAP ERP
- Merchandising
- Bluebeam
- Cash register

Certifications and Licenses

Driver's License