

wendy alfredsen

8256 Jellison St • Arvada, Colorado • 80005
CELL (303)359-3566 • E-MAIL smilesclay@gmail.com

PROFILE

I am an energetic, positive, dedicated and focused professional who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve goals. I am results-oriented team-player eager to bring strong project, fast paced personality, organizational, and work ethic to each and every aspect of my career.

EDUCATION

Amarillo College
Amarillo, Texas 1989-1992
Music Business/Performance
Abilene Christian University
Abilene, Texas 1988
Music Business/Performance

SKILLS

**Google Apps Warehouse equipment Salesforce ZoHo Solve 360 Yardi Voyager MRI Outlook
Microsoft Office Suite Adobe CS5 Social Media Platforms Multiple CRM systems SAP Constant Contact**

EXPERIENCE

VIP Exhibits 2010 -present- Operations

Trade show/event and exhibit management, warehousing and warehouse equipment, inventory control in and out, packaging, material handling, shipping and logistics and tracking, pulling and preparing exhibit trade show materials and exhibits orders, key account and project management, create measuring tools for trade show ROI, booth etiquette and staff training, and coordination of all show orders, exhibit materials, graphic production, show site project management for install and dismantle of exhibits, inventory management, create and deliver proposals and presentations, creating and working within designated budgets per project.

Reps, Inc. 2005 -present - Project Manager, Contract Remote

Train sales reps as new pharmaceuticals advance to market. Project manage training and sales process by facilitating Client and Customer relations, manage multiple inbox/outbox, professionally and efficiently communicate with all client management levels, compile reports, data analysis and completion including scheduling, databases, spreadsheets, Coordinated relationships between client Representatives and Training Facilitators, meet project deadlines, monitor track and record documents.

UPS - 2012 Part Time Package Handler

Pulling and sorting packages, fast paced and accurate sorting and loading delivery trucks, meeting all quality and safety measures and standards.

Carmel Companies 1996 - 2004 - Community/Sales Manager, Denver Colorado

Manage large multi-family housing communities up to 600 units and staff up to 14 employees, evaluation of market conditions and trends. Achieve the highest possible net operating income by implementing cost control and revenue improvement programs. Successfully prepare, maintain and adhere to yearly budgets, manage tenants, subcontractors and property management. Develop and manage a highly skilled on-site staff through effective recruitment, training and motivation. staff training, create owner's reports based on findings from quarterly financial statements. Establish and implement leasing goals while managing an effective lease expiration program. Project Manage and test property for new industry software prior to implementation and then utilized by thirty sister properties.

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