

AMBER S. MICKLER

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OBJECTIVE

Seeking to leverage my abilities in sales, process, and customer service to prove a valuable resource in any team. Able to quickly adapt in my environment to become efficient and excel when given the opportunity to drive results and influence. I often bring benefit in understanding current processes and seek to improve upon them.

SUMMARY

Sixteen years of sales and financial administration experience with an emphasis on customer and vendor accounts. Strong capability to understand client needs matching them with products and services to drive a successful business.

Applicable expertise in MS Office applications and accounting systems to support AP, AR, credit and collections, customer record maintenance, and pricing / inventory. Efficient in data entry with ability to type 90 wpm and 100 10-key strokes per minute.

Career driven, exceptional customer skills, collaboration, and detail oriented.

EXPERIENCE

P E LLC, Boulder, CO

2016 – 2020

- Customer Account Maintenance
- Vendor Setup
- Customer Service
- Contracts
- Invoicing and Reconciliation
- Managed Accounts Payable/Receivable
- Other duties as necessary

KENT Systems, Loveland, CO

2015 – 2016

- Lead worldwide sales representative for multiple industries
- Solely increased company revenue 100% in 2015
- Primary focus on medical industry knowledge with tubing and medical device components
- Other industry representation for ink printing, biochem, labs, science, and industrial
- Lead sales representative at tradeshow in booth showcase of products and cold sales introductions
- R&D interfacing between client and development for custom parts, fitting, and application
- Worked with engineering to design new products based on customer demand
- Worked with teams for inside/outside sales, order processing, and customer service

Skills

Sales

New accounts
Tradeshows
Worldwide Rep

Finance

AP, AR
Credit
Collections

Business

Inside/Outside
Sales
Customer Service
Collaboration
Process
Reporting

Technology

R&D / Engineering
Custom Fitting
MS Office
Oracle
Data Entry (various
systems)

Freight All Kinds, Denver, CO

2014 – 2015

- Credit/Collections Representative
- Collection of open Receivables
- Manage Credit Risks
- Credit Applications
- Approval of credit line and limit
- Contracts
- AR Adjustments/Short Pays
- Customer Account Maintenance
- Terms Review
- Account Reconciliation
- Other duties as necessary

Team Chic Custom Apparel, Brighton CO

2010 - 2014

- Managed Accounts Payable/Receivable
- Credit/Collections
- Vendor Receivables
- Vendor Distribution
- Invoicing and Reconciliation
- Order Processing
- All aspects of Sales and Marketing
- Travel Arrangements
- Appointment Scheduling
- Customer Service

DPI Specialty Foods, Henderson CO

2007 - 2011

- Oracle Database Manager
 - New Customer and Vendor Account Establishment
 - Customer and Vendor Account Maintenance
 - Site Set up and Establishment
 - Query Vendor Reports
 - Maintain customer and vendor spreadsheets
 - Customer Pricing
- Accounts Payable/Pricing and Authorization Manager
 - Create price lists for new customers, edit, validate and pricing overrides
 - Process Invoices
 - Purchase Order Reconciliation
 - Reconcile Vendor statements
 - Process discontinued items
 - Process end dates and credits
 - Distribute price change notifications
 - Create King Soopers New Item Forms and RPA's

- Promotions/Bill Backs/Claims
 - Promotion entry for all customers
 - Investigate account claims
 - Customer and Vendor deductions, reconciliation, and processing
 - Manual bill back entry and processing
 - Maintain all national Kosher promotions

EDUCATION

Pickens Technical College, Aurora CO, 2000-2001

Rangeview High School, Aurora CO, 1996-2000

REFERENCES

- Additional work history and references available upon request.