

Audrey Camejo

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Professional Summary

Motivated professional with a background in account management, inside sales, purchasing and supply chain coordination. Skilled in building vendor and customer relationships, negotiating pricing and managing material flow from sourcing to delivery. Seeking an opportunity to contribute transferable skills and grow within a dynamic organization.

Work Experience

Account Manager

Port Plastics-Chelmsford, MA

January 2024 to August 2025

Managed a hybrid role combining sales and purchasing responsibilities. Cultivated relationships with customers and manufacturers through outbound calls, fulfilled quotes and RFQs, and negotiating pricing while purchasing materials to meet customer's needs. Ensured customer satisfaction by aligning sales opportunities with supply availability and competitive vendor agreements.

- Drove account growth by strengthening customer and supplier relationships through consistent communication and follow-up.
- Prepared and delivered quotes and RFQs to customers, ensuring accurate pricing and timely responses.
- Negotiated pricing, terms, and contracts with manufacturers to secure competitive costs and support profitable sales.
- Purchased and managed materials for accounts, coordinating procurement from sourcing through delivery.
- Monitored order patterns and inventory trends to proactively address shortages and ensure fulfillment.
- Resolve supply chain challenges by working closely with vendors and logistics partners to maintain on-time deliveries.

Inside Sales Representative

Thyssenkrupp Engineered Plastics-Yonkers, NY

October 2019 to January 2024

Supported customer accounts by managing inbound and outbound calls, fulfilling quotes and RFQs, providing tailored solutions and processing orders. Collaborated with suppliers to confirm material availability and pricing while ensuring timely and accurate deliveries.

- Responded to customer inquiries and prepared quotes/RFQs, ensuring pricing accuracy and on-time delivery.
- Built and maintained relationships with customers and suppliers to drive repeat business and revenue growth.
- Coordinate with vendors to confirm material availability and negotiate competitive pricing.
- Processed purchase orders and tracked shipments to ensure on-time delivery.

Operations/Lead Inside Sales

North American Wireless Solutions-Yonkers, NY

December 2013 to August 2019

Supported a high-volume sales operation for Boost Mobile phones by managing inventory, coordinating purchases, and monitoring store performance. Acted as a key point of contact for 250 stores while assisting in commission tracking for one of the largest owners in the

Tri-State area.

- Managed inventory levels and placed purchase orders to ensure stores were fully stocked and sales targets were met.
- Monitored performance across 250 stores and assisted with running commission reports, supporting revenue tracking and sales analysis.

Education

Early Childhood Education & Psychology (BACHELOR'S DEGREE)

Mercy College

January 2013 to December 2013

Skills

- RFQ & Quote Preparation
- Order Tracking
- SAP (ERP/ Supply Chain Management)
- Customer Relationship Management (CRM)
- Microsoft Outlook (Email & Calendar Management)
- Reporting Tools
- Contract & Pricing Negotiation
- Purchasing & Order Management
- Outbound & Inbound Sales
- Vendor & Supplier Management
- HubSpot CRM
- Inside Sales & Account Growth
- Inventory Monitoring & Forecasting
- Material Sourcing & Coordination
- Supply Chain Issue Resolution
- Client Retention & Follow-up
Microsoft Excel (Data Analysis & Reporting)
- Salesforce CRM
- Sales
- B2B sales
- Time management
- Communication skills
- Organizational skills
- Microsoft Office
- Account management

- Customer service
- Leadership