

Brenda Sanchez-Alonso

Account Coordinator - C.H. Robinson

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612-816-7832

Bilingual professional looking to build a long-term career in Marketing. 5+ years of experience in administrative and customer relation positions.

Work Experience

Account Coordinator

C.H. Robinson - Eden Prairie, MN

November 2018 to Present

- Build strong relationships with customers and internal partners
- Execute day-to-day entry needs and communicating status updates with the rest of the team
- Identify issues, utilize resources to determine the best course of action, and implement solutions
- Communicate with account managers to understand customer processes and identify areas of improvement
- Respond to customer inquiries and provide updates in a timely manner
- Maintain daily reporting schedule utilizing internal systems and excel

Sales Administrator North America and Latin America

Caldera Inc.-a Dover Company - Burnsville, MN

June 2016 to October 2018

- Dealing with and responding to high volumes of emails and calls
- Checking prices and dealer levels
- Monthly, daily sales report to the sales team
- Creating reports from Salesforce
- Daily input (customer information, contact information, sales numbers) into Salesforce
- Use Navision to process purchase orders and create demo/licenses
- Quote customers and dealers
- Provide pricing and create quotes
- Check deposits and deposit checks
- Check inventory monthly
- Interact with end users, OEM/Manufacturers, reseller/distributors
- Educate resellers on Caldera and how to properly sell Caldera
- Work with teams and different departments in Latin America, US and France

Marketing Planner Intern

Washington County Community Corrections - Stillwater, MN

February 2016 to April 2016

- Develop marketing plan for a new initiative called Dosage Probation along with a tag line
- Identify target segments
- Create advertising calendar

Help market to the community

Be consistent with all marketing items and messages

Research Dosage Probation and similar programs (case studies, research of other counties success with new programs)

Administrative Assistant

Quality Health Management - Chanhassen, MN

October 2012 to June 2015

Answer and transfer phone calls to QHM staff

Communicate directly with Director of Global Operations, Director of Business Development/Marketing and Principal of QHM

Organize files, both electronically and manually

Ship documents and distribute mail

Perform duties as assigned by QHM staff in both the Minnesota and Florida offices

Contact hospitals and physicians around the world-Mostly in Latin America and other Spanish speaking countries

Set up contracts with hospitals and physicians in Latin America

Negotiate and finalize contract terms with hospitals and physicians in Latin America

Education

Bachelor of Arts in Marketing and International Business

Augsburg University - Minneapolis, MN

April 2016

Skills

MAC (Less than 1 year), MacOS (Less than 1 year), Marketing (2 years), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year)

Additional Information

Skills

Created marketing plans for Metro Transit, Love your melon, Andersen Windows for in-class projects

Knowledge working with Microsoft Office and MacOS

Ability to work under pressure, leadership qualities and within teams