

Rene Sandoval

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Objective

To obtain a position with a stable company and learn from the ground up. Notary and Closing Agent is a new opportunity I would like to learn and grow into.

Personal Skills

Problem solving, customer service, dependable, responsible, good decision making, accountable, excellent time management and leadership skills. Ability to learn and work independently quickly and accurately.

Computer skills

Microsoft office, word, excel, outlook, illustrator, Power Point and programs utilize through Forms-Surfaces M2M, Q for work order entry or tracking.

Work Experience**03/2017 –Present Forms+Surfaces, Sample Program Supervisor**

- Manage a team of 5-8 at any given time
- Manage Inventory of products
- Work directly with the sales team regarding samples, projects, third-party material spec'd for jobs. Including ordering all third-party material for sample purposes.
- Providing print and build sheet documentation to production for all custom samples going through the Phoenix.
- Schedule all samples through production using Asana
- Entering all Sales orders for material into Made 2 Manage system
- Attending production meetings
- Writing and presenting all reviews to my employees, along with any corrective action needed.
- Responsible to review, correct and submit payroll for my direct employees

03/2015 – 2017 Forms+Surfaces, Product Sales Coordinator/ Sample Coordinator

- Process Quotes
- Process Orders from Quotes
- Prepare Order Documents, Order Acknowledgement, deposit invoice, Approval Drawings, and samples of products.
- Work directly with customers or Architects on getting proper signatures to release jobs to production
- Track and monitor jobs through completion
- Send out final invoices and collect monies due

- Answer phone calls, lead conference calls, email correspondence
- Manage 5 sample room personnel
- Manage shipping of samples and orders
- Write reviews and deliver them to personnel
- Write up custom samples for our Architectural, Glass and Outdoor Products.
- Manage Reports for usage, on time delivery and shipping cost

Certificates/Licenses

Notary Public AZ since July 2025

Life Insurance AZ Since July 2025

Reference & Previous employment

Upon request