

Ms. Robbie Saunders
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Highlight of Qualifications

- Self starter, highly creative, dependable, motivated, ambitious, courteous, enthusiastic and goal oriented.
- Work cooperatively with a wide range of personalities.
- Excellent organization, communication and writing skills.
- Effective management of personnel and time.
- Resourceful and committed, can be counted on to get the job done.

Skills & Training

Direct, Retail & Wholesale Sales	Typing (40wpm)
MS Office – Excel, Word, Powerpoint	Office Procedures
Internet Skills	Interior Plant Care
Product Merchandising	Inventory Control

Education: Craffton Hills Community College- Classes in Criminal Justice and General Classes.
New Horizons Computer School- various software programs. Aims Community College- Paralegal Certificate

Employment History:

Advanced Manufacturing Technology 2012 to Present

Sales Administrator for manufacturing company that designs, engineers, supplies and provides service for air conveyors in the packaging industry.

Spare parts and customer service quotes, order entry and research. Customer service. Set up proposal folders & update proposal and job logs. RMA generation. Design and implement brochures with Adobe CS6. Utilize Microsoft Dynamics, AutoCAD and Crystal Reports. Trade show and golf tournament planning & organization. Photography for events & brochures. Coordinating of all domestic and international travel including detailed travel itineraries for the owner & sales department.

Spherion/ State Farm 2011 to 2012

Started as temporary employee for State Farm then was hired permanent. Duties include printing, assembling and mailing new business policies. Sending out lab results. Assist COU team with misc tasks such as WLM, Indexing accounts, organizing policies numerically and printing for PCAT policies.

Right to Read 2009- 2012

Part Time Office Aide

- Administer testing for incoming students to establish correct placement.
- Receiving payments
- Update database
- Answering phones

- General office duties.

Mortenson Construction 2007- 2009

Construction Administration Assistant

- Administrative support for large commercial construction company.
- Perform day-to-day administrative tasks (i.e. record keeping, prepare reports, filing, shipping, distribute mail.)
- Produce lien releases and distribute payments to subcontractors.
- Distribute RFI'S, ASI's and Change Orders.
- Safety paperwork organization.
- Input and update data in industry specific program, **Expedition**.
- Update misc. logs as needed.
- Close-Out and archiving.
- Perform assignments per Project Manager, Superintendent, Engineers and Foremen.

Pawnee Buttes Seed, Inc, Greeley CO 2006-2007

Order Processor & Administrative Assistant

- Order processing.
- Tracking of noxious seeds and county of origin on seeds.
- Prepare proposals for CRP government programs.
- Customer service.
- Invoicing
- Training of sales and new hires on industry specific and Microsoft software. Negotiate LTL rate quotes and procure outside trucking for outgoing and incoming shipments.
- Assist sales staff on various projects and research.

Greenbelt Growers, Riverside, CA 2000-2004

Sales/ Management: Manager of wholesale nursery.

- Inside sales & brokering.
- Coordinating loading and deliveries.
- Direct marketing.
- Locating and procurement of plant material and creating proposals.
- Billing, sales reports and inventory input utilizing **Peachtree**.
- Increased sales and customer base strongly due to my customer care, follow-up and organizational skills.

The Landscape Center, Riverside, CA 1998-2000

Sales/ Executive Assistant

- Assistant to president of company.
- Inside sales for wholesale nursery, palm division and major tree moving company in California.
- Instrumental on converting the paperwork, i.e. proposals, inventory on palms and misc. work forms into computer formats using **Excel** and **Word** programs.
- Invoicing, producing weekly and monthly sales reports, inventory adjustments using **MAS90**.
- Coordinating loading and deliveries.
- Purchasing

- Trade account reconciliation.
- Create proposals.
- Utilized digital camera for emailing photos to customers.
- Schedule outside trucking for deliveries.
- Communications
- Whatever job was given to me at any time.

New Leaf Nursery, Hemet CA 1996-1998

Sales/ Administration

- Inside and Outside sales for wholesale nursery that specialized in desert and drought hardy material for Southern California and Nevada.
- Experience in take-offs.
- Pre-liens
- Proposals
- Shipping
- Locating and procuring material.
- Creating orders and invoicing utilizing **Quickbooks**,
- Acted as manager for retail division, Katie's Nursery, until this division was dissolved in 1997.

Volunteer Involvement

Fort Collins Raptor Rescue
Rodent Wrangler -Winter 10/2015

Wildlands Restoration Volunteer
Present

Citizen Scientist Native Bee Watch
Present

Bird & Butterfly Surveys for Natural Area, City of Fort Collins
Summer 2016