

Window and Door Sales and Logistics

I am a highly motivated window and door specialist with over two and a half years of experience exceeding sales targets and ensuring customer satisfaction. My experience encompasses all aspects of the sales cycle, from generating leads and product demonstrations to closing deals and providing exceptional service after the sale. I possess a deep understanding of the window and door industry, with expertise in leading brands like Andersen, Marvin, ThermaTru, and Gerkin. In addition to sales, I excel at managing the logistical aspects of window and door projects. My skills include inventory management, order processing and warranty administration, and vendor relations. I am proficient in using industry-specific software like SPRUCE and accounting software like QuickBooks. My strong organizational skills and attention to detail ensure efficient project completion.

AREAS OF STRENGTH AND EXPERTISE

- Plan Takeoff/Bids
- Window Sales/Service
- Door Sales/Service
- Sales
- Attention to Detail
- Plan Takeoffs/Bids
- SPRUCE
- Tech/Computer Literate
- Management
- Customer Service
- Paradigm
- Service
- Vendor Relations
- CBORD
- Quickbooks
- Presentation & Training
- Efficiency Focused
- Strategic Planning

PROFESSIONAL EXPERIENCE

Stratus Building Solutions, Loveland Colorado (January 2023 – Present)

Business Development Representative (January 2025 - Present)

Sold commercial cleaning services and supplies. Worked with customers and operations to select small business franchise to perform cleaning functions. Cleaning included recurring cleans and one-time special cleans such as deep cleans, floor strip and wax, carpet shampooing, pressure washing, and post construction cleaning. Sales were conducted in a business-to-business manner through canvassing, cold calling, and customer referrals.

PROFESSIONAL EXPERIENCE

Highland Window & Door, Fort Collins Colorado (July 2023 – January 2025)

Sales, Service, and Office Management (July 2023 – January 2025)

Sold Andersen windows, Gerkin windows, ThermaTru doors, Rogue Valley and Builders Choice doors, and trim through Trimco, Orepac, and Woodgrain. Served in many different roles to facilitate the functionality of the door and window department. Worked within the store showroom to showcase window and door products. Worked within the showroom, design offices, and homes to demonstrate and sell products and services. Processed and facilitated sales and warranties. Worked with a wide range of vendors to procure products and showcase promotions. Scheduled deliveries and pick up orders with customers. Managed warehouse inventory for doors, windows, and parts. Provided certified service and warranty support for customers including parts orders, installation of parts and materials, and seeking vendor reimbursement. Received product from vendors to safely store and catalog within the warehouse. Worked with accounting software to properly invoice customers and manage payment types.

Mawson Lumber and Hardware, Fort Collins Colorado (November 2021 – July 2023)

Sales and Office Management (Nov 2021 – July 2023)

Sold Marvin windows, Gerkin windows, Lincoln windows, Milgard windows, Jeldwen windows, ThermaTru doors, Rogue Valley and Builders Choice doors. Served in many different roles to facilitate the functionality of the door and window department. Utilized the SPRUCE database management software to record quotes and orders while processing and preparing payments for Accounts Receivable and Accounts Payable. Worked within the store showroom to showcase window and door products. Worked within the showroom, design offices, and homes to demonstrate and sell products and services. Processed and facilitated sales and warranties. Worked with a wide range of vendors to procure products and showcase promotions. Managed the team in regards to scheduling, time off, appointments, and training. Scheduled deliveries and pick up orders with dispatch and customers. Managed warehouse inventory for doors, windows, and parts. Assisted in the yard in locating and loading door, window, and lumber products.

Colorado State University, Fort Collins Colorado (September 2009 – November 2021)

Data Specialist (Feb 2012 - Nov 2021)

Served in many different roles to facilitate the functionality of the University's Housing and Dining Menu Management systems. Worked as an assistant to the administrator to implement changes in Computrition. Assisted the administrator implementing a new Menu Management software- CBORD- while maintaining use of Computrition in the interim. Managed Menu Management software for dining halls and production units. Worked using native programs and Citrix to merge database information from a master database to the databases of all other units. Created training presentations and manuals for Menu Management systems. Managed warehouse spaces specific to cold and dry produce and receiving practices in accordance with Servsafe regulations. Procured product from various vendors with a specific focus on seasonal items and item replacement. Competed to sell products and services throughout CSU departments.

Electrician's Assistant (Sep 2009 – Feb 2012)

Assisted Electric Shop at Colorado State University in wire pulls, wiring, lighting changes, ballasts, and other small electrical jobs. Helped manage databases for job lists, job codes, priority listings. Created databases for vast inventory of equipment used in jobs around campus- first created this using SQL then moved to other programs for ease of use by coworkers. Sold services and products through projects and bids for new builds and maintenance projects. Provided excellent customer service and support to clientele throughout campus.

TECHNICAL PROFICIENCIES

- Andersen Certified Service Provider
- Vendor quoting software and product knowledge for Marvin, Gerkin, Andersen, Lincoln Windows, Jeldwen, Milgard, Orepac, Trimco, Woodgrain, Paradigm
- Microsoft Office Applications: Word, Excel, PowerPoint, Outlook
- Menu Management Software: Computrition and CBORD
- Android, Windows, iOS Operating Systems, Adobe