

CANDACE PERKUHN

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QUALIFICATIONS

Ability to prioritize workload and perform accurately under pressure of deadlines. Strong multitasking, organization and project management skills. Ability to work quickly, accurately and independently in a fast-paced environment.

EXPERIENCE

AUGUST 2017 - CURRENT

INSIDE SALES REPRESENTATIVE, FOREST SPECIALTIES

Assist customers with routine account-related requests such as:

- Routing qualified opportunities to the appropriate sales representative for further development and closure.
- Understanding customer needs and requirements.
- Work with and provide support to outside sales representatives.
- Act as the primary internal point of contact for customers in the absence of managers.

DECEMBER 2015 - AUGUST 2017

CUSTOMER SERVICE REP/DISPATCH/ADMINISTRATIVE ASSISTANT, ATOMIC RECYCLING

Serves customers by utilizing strong customer service, organization and project management skills by performing the following job duties:

- Responsible for managing the top 25 accounts.
- Managing inbound and outbound calls in a timely manner.
- Identify customer needs, clarify information, and provide solutions if necessary.
- Generate monthly, quarterly, and annual reports for corporate.
- Assist with IT software upgrades and implementing new software.

JUNE 2014 - DECEMBER 2015

DISPATCH/ADMINISTRATIVE ASSISTANT, LUBRICATION TECHNOLOGIES LIQUID RECYCLING

Perform daily administration assistant and dispatchers responsibilities that include:

- Schedule and dispatch workers, equipment, and service vehicle to appropriate locations according to customer requests.
- Record and maintain files and records of work services performed, charge expenses, inventory, DOT logs, and driver handheld support.
- Resolve administrative problems by preparing reports, analyzing data, and identifying solutions.
- Verify and bill daily transactions and internal transfers.

SKILLS

- Proficient in Microsoft Office: Excel, Outlook, PowerPoint, and Word (wpm 70),
- Administrative Writing Skills, Organization, Professionalism, Problem

10 key

- Other software includes: JDE, Oracle (OTM), DSI, & DMSI

Solving and Verbal Communication