

Lisa Mayfield
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SUMMARY OF QUALIFICATIONS:

Extensive experience in management, sales, and customer relations
Excellent written and oral communication skills
Organized and dedicated with a positive attitude
Highly sensitive to customer/client relationships and satisfaction
Team player with proven leadership and initiative
Successful track record in inside and outside sales in a consultative environment
Proficient in MS Office Suite: Word, Excel, Powerpoint

PROFESSIONAL EXPERIENCE:

Olympic Metals, Commerce City, Co

Inside Sales Representative, March 2016 to October 2016

- Managed and processed incoming sales orders for all types of metals from Government/Aerospace contracts to local businesses.
- Maintained over 50 customer accounts , ensuring customer satisfaction, account reconciliation, and timely delivery of product.
- Coordinated with internal purchasing department to control inventory and regulate proper turnover for maximum profit.

The Tree Doctor, Inc. , Fort Collins, Co

Office Manager, January 2013 to January 2016

- Implemented all administrative functions including: bid/proposal generation, contract execution, accounts receivable/payable maintenance, all customer/client/vendor correspondence and relations.

Perryman Asphalt Concrete Services, Fort Collins, Co

Office Manager, July 2010 to December 2012

- Implemented all administrative functions including: bid/proposal generation, contract execution, accounts receivable/payable maintenance, all customer/client/vendor correspondence.

Cucinello & Associates, Naperville, Illinois

Operations /Office Manager, April 2003 to June 2010

- Managed and coordinated all facets of company operation including: customer service and support, purchasing and receiving, inside sales, sales support, technician support, service call dispatch and follow-up, all administrative activities
- Implemented all administrative functions including: bid/proposal generation, contract execution, account and database set-up and maintenance, accounts receivable/payable maintenance, all customer/client/vendor correspondence.

Sysco Food Services, Des Plaines, Illinois

Marketing Associate, August 2001 to November 2002

- Generated new business and maintained and serviced both new and existing accounts in all areas of food service and restaurant operations, representing and selling over 10,000 products
- Generated new sales growth of 33% over base through persistent cold calls
- Increased penetration in existing accounts by 45% over prior year
- Organized and implemented all aspects of sales techniques and promotions to significantly increase sales and gross profit dollars
- Managed all aspects of direct orders, processing, accounts receivable, and account maintenance
- Collaborated with manufacturer and broker representatives to generate increased sales and customer satisfaction
- Planned and conducted sales presentations and product comparisons to generate increased sales, quality assurance, and account profitability for both client and company

Alliant Food Service, Bensenville, Illinois

Territory Sales Manager, August 1996 to July 2001

- Managed all aspects of food service sales route development and maintenance to insure strong sales growth in a highly competitive market
- Increased route sales and gross profit dollars by 300% over three year period
- Coordinated annual food shows along with peers, vendors, brokers, and manufacturers

Sodexo USA, Glen Ellyn, Illinois

Food Service Director, August 1994 to August 1996

- Coordinated opening of new multi-unit account, employing over 60 people
- Expedited all product ordering, menu development, cost control, food production, catering, and customer client/vendor relations
- Managed employee hiring, training and scheduling

EDUCATION:

Bachelor of Science in Business Management
University of Colorado, Boulder, Colorado
Major: Finance