

970-682-8118

Shari L. McPhie

Experience

1997–Present Intermountain Food Equipment Salt Lake City, UT/Denver, Co
Inside Business Systems Manager

- Customer Service main contact. Daily interface with dealer salesmen, manufactures, service and installation companies
- Manage extensive Manufacturer Marketing Material critical for Intermountain's Sales and Marketing needs
- Maintain extensive manufacturer/dealer commissioned sales Database: Maintains Purchase Orders, Sales Orders, Invoices and Commissions in a paperless environment.
- Project Management:
Responsible for specification of Intermountain's manufactures to our dealer network, including bidding, purchase contracts and invoices. Coordinate freight, install and service issues.

1992–1996 Baltzer and Associates Denver, Colo.
Office Manager

- Managed all quotes for Denver dealers.
- Managed Salesmen commissions
- Managed Accounts Payables and Receivables
- Customer Service Inside sales support

1990–1992 Best Western Central Denver, Colo
Banquet and Catering Manager

- Sales and Marketing
- Managed Contracts for all Banqueting Functions
- Managed Catering personnel required to staff functions

Skills

Proficient in using:

World Wide Web

Microsoft Products: Excel, Word, and Publisher.

Auto Quotes

CAPS. (Greenheck Computer Aided Product selection engineering program)

QuickBooks (Basic)

Necessary Autodesk VOLO Viewer for plotting ACAD Drawings

Objectives

I am a self-starter with a strong industry knowledge looking for an upwardly mobile company to enhance my career position. I am a team player and have a very strong work ethic.

PERSONAL REFERNCES UPON REQUEST