
Company Representative Resume

Job Objective

To obtain a position as Company Representative with growing firm in which to enhance my skills and help company grow.

Highlights of Qualifications:

- Ability to read, analyze, and interpret general business periodicals
 - Ability to handle all incoming phone calls with courtesy and professionalism
 - Ability to engage clients as you build relationships quickly and effectively
 - Ability to answer phones and direct calls
 - Ability to write reports, business correspondence and procedure manuals
 - Ability to identify opportunities to up-sell and cross-sell customers
 - Good understanding to carry out instructions furnished in written, oral and diagram form
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Professional Experience:

Company Representative
Ian Galland Textiles & Fabrics, Culver City CA
November 2006 – Present

- Managed mails and items.
- Executed FedEx, freight, and various invoices for weekly check runs.
- Handled vendor queries and payment history.
- Aided with filing and record keeping processes.

Company Representative
Liberty Mutual Group, Culver City CA
February 2001 – October 2006

- Assisted in restructuring process as well as managed general coordination and implementation of operational procedures.
 - Recognized organizations and coordinated with them.
 - Formulated local experts for future projects.
 - Efficiently innovated customer's portfolio and nurtured relations with existing customers.
 - Administered international market-competition evaluations.
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Education:

Bachelor's Degree In Business
Reinhardt College, Waleska, GA

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