
Pricing Administrator Resume

Job Objective

Pricing Administrator with excellent skills and past experience seeking position with organization to help enhance profits and gain new clients.

Highlights of Qualifications:

- Huge knowledge of outside Sales Reps and customers in Pricing environments
 - Deep knowledge of finance industry and MS Office
 - Familiarity with data entry and 10-key
 - Amazing ability to manage independently
 - Outstanding ability to multitask
 - Superior communication and interpersonal skills
 - Excellent time management skills
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Professional Experience:

Pricing Administrator
Newly Weds Foods, Bartelso, IL
November 2007 – Present

- Monitored profit margin in daily transaction billings.
- Edited product costs, account payables and freight.
- Aided evaluation of customer needs.
- Coordinated with Sales to increase profits and margins.

Pricing Administrator
International Foundation for Election Systems, Bartelso, IL
December 2003 – October 2007

- Formulated pricing and proposal.
 - Analyzed budget submissions and outlined complete cost proposals.
 - Carried out profitability analysis.
 - Imparted pricing input and maintained templates.
 - Coordinated with donors and program staff.
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Education:

Bachelor's degree Business
Lafayette College, Easton, PA

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