|  |  |  |
| --- | --- | --- |
|  |  | Jane Coady |
|  |  |  |
| Statement |  | Seasoned professional with a skilled ability to connect co-workers and clients with the information, products and services they are seeking by utilizing professional experiences, organizational and client skills both as a team and an individual. |
|  |  |  |
| Experience |  | OLS: Office Liquidations Solutions May 2010 – May 2013Sales and Project AdministratorSales support and sales. Lead generation and follow up. Developed solutions for individual projects. Determine price schedules, budgets and profit margins. Created and streamlined forms and procedures. Located project specific furniture. Project Management. Plan and coordinate work schedules and duties for employees, freight companies and customers. Space planning/placement of systems furniture inventories into client’s AutoCAD drawings with Giza. Coordinate project details and schedules with General Contractors, Building Engineers and Property Managers. Attend company meetings to exchange product information and coordinate work activities with other departments. Keep records and create reports regarding purchases, sales, bids and installation schedules. Coordinate marketing campaigns by compiling lists, marketing pieces to promote inventories. Inventory management. Resolve customer questions regarding sales, service and installations. Bialek Healthcare Environments June 2001 – May 2010Design Associate, Client Services CoordinatorFurniture bid package review, quotation, response and presentation. Small office design, space planning, need assessment, presentation and quotation for commercial systems and freestanding furniture. Maintenance of client accounts including need assessment, quotation, order processing, purchasing, job costing, tracking and invoicing. Created streamlined procedures to reduce redundancies. Employee Training. Member of various committees including Process Streamlining, Marketing, and Fun.Rhosymedre Design Group August 1998 – April 2001Office ManagerProcessing and maintenance of accounts receivable, payable and payroll with Business Works Accounting System and QuickBooks Pro. Maintenance of client accounts including estimating, job costing, purchasing, tracking, and invoicing and project management. Establish and maintain vendor relations. Research new residential products. |
|  |  |  |
| Education |  | University of Nebraska August 1984 – May 1987Bachelors of Science with a focus in Textiles, Clothing and Interior Design, with a minor in BusinessHonors: Gold Key Honorary Jan 1986, Sigma Phi Upsilon Honorary Officer – October 1985  |

|  |  |  |
| --- | --- | --- |
| Skills |  | Project Administration/Management, Schedule Management, Sales, Systems Furniture layout and design. Proficient with Word, Excel, PowerPoint, Outlook, Goldmine, Team Design, Giza, Paramount marketing email campaigns. Strong organizational skills, self-starter, good sense of priority, highly motivated, team player. |
|  |  |  |