

# Jennifer Herring

Houston, TX  
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## SUMMARY

Resourceful, Inside Sales person with quotation and procurement specialist, producing outstanding results across functional and organizational lines. Highly qualified in administrative operations, and proven ability in supporting all levels of management. Problem –solver with strong leadership capabilities, and detailed oriented to handle many different forms of auditing.

## PROFESSIONAL EXPERIENCE

Corestaff – Houston, TX 2016 - 2017  
Recruiting and Staffing  
Contract Relationship Specialist

Contract Relationship Specialist, for major accounts, including staffing for the new Daikin/Goodman facility in Waller, TX. Handling requisitions for existing and new accounts. Tracking and inputting all new employees.

- Expediting recruiting needs for Daikin facility
- Handling Orientation classes for new employees
- Maintained employee files with required information (ie. I9, citizen status, etc.)
- Maintained yearly master maintenance for Employees, setting up all new master accounts

Jennifer' s Munchkins – Houston, TX 2012 -  
2016  
Daycare Owner  
Owner Operator

Managed and owned my own in-house daycare. Watched infants - school age.

- Prepared year-end statements for all parents for tax purposes
- Scheduled learning activities for all ages
- Prepared meals for all children as well as a strict schedule
- Maintained inventory for children (clothing, food, etc.)

PROforma Brand ProformanceTCT Promos - Katy, TX 2005 - 2012  
Sales Associate  
Inside and Outside Sales

- Managed existing accounts
- Cold call new clients
- Handled all front and back office duties, including quoting, invoicing and collections
- Set-up and Handled Presentations – Trade Shows
- Set-Up lunch and learns for new clients
- Developed new company website
- Increased sales to \$5 million – over projected quota

Stotts & Co. Harvey Daco – Houston, TX  
Sales Associate

1998 – 2005

Inside and Outside Sales

- Managed and maintained a base group of customers
- Increased revenue by adding new customers
- Established new vendors to broaden our customer base
- Handled purchasing, invoicing, collections
- Assisted in developing new website and catalogs
- Able to increase team sales by an additional \$3 million

### EDUCATION

Texas Tech University

### TECHNICAL PROFICENCIES

Microsoft Office, Quick Books Accounting, Visio, Adobe Acrobat, Photo Shop, Blue Print, Scan Share

### PROFESSIONAL AFFILIATIONS

Cy-Fair Volunteer Fire Fighter

Certification – Trained First Responder

### REFERENCES:

Available Upon Request