

Debby Cusack
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Summary: A well organized person with positive attitude and exceptional energy. Adept in preparation of work assignments and administration of operating plans. Outstanding verbal communication skills. Enjoys helping others.

Experience:

7/18 – 7/19

ePromos Promotional Products

Account Coordinator: Worked directly with three top Brand Managers as their support. Made daily calls and/or e-mails (with a copy of their order's and proofs) following up to make sure they received the online paperwork reminder for approval and payment. Took credit card payments manually over the phone and entered into our payment system. Reviewed Brand Managers orders to send to production. Worked closely with vendors and clients regarding any questions or issues with orders. Checked vendor acknowledgements for accuracy with items, ship to's, pricing, etc. Handled phone calls from vendors and clients. Covered other members of the support team and their reps when they were out.

6/16 – 7/18

Progressive Promotions

Associate Account Manager: Sales Support for Senior Business Development Manager and where needed in the company. Worked directly with major accounts in sourcing premium products for their brands and events. Created presentation of products for them to choose from. Helped our clients with creating artwork in the correct format for production. Entered orders for approval from clients and prepared them for production. Worked closely with production on a daily basis. Researched items and pricing for our clients website and obtained pictures of products to place on their websites.

6/03 – 11/15

All-Ways Advertising

Sales Assistant: Worked directly with major accounts in sourcing premium products for their brands and events. Created presentations with options and pricing of premiums to choose from for the clients. Placed orders, tracked orders, provided tracking information to the client when their orders shipped. Implemented large programs for major accounts and handle the fulfillment from our warehouse. Oversaw a website for one of our major accounts which included researching items for the website, setting items up on the website, ordering and reordering of inventory when needed.

References:

Ray Rodriguez
VP Sales and Marketing
Tekweld
4534 Cardinal Cove Lane
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727-403-9019

Krystal Woodhead
Brand Manager
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