

Sherri Lynn Brault
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PROFILE:

Seeking a position in a professional environment, where there is a need for a variety of office management tasks including – computer knowledge, organizational abilities, business intelligence and database program use. Particular abilities include confidential correspondence and document handling, team management, sales support, workflow planning and prioritization, data entry, inventory and PC proficiency in MS Word, Excel, PowerPoint, and Outlook. Other abilities include:

- Operated a sole proprietorship SherriDesign.net
- Managed seasonal employees as well as full time staff
- Knowledge of Basic Bookkeeping
- Experienced office manager
- Strong communication skills

EDUCATION:

Bachelor of Science in Business Management

Everest University (Formerly Florida Metropolitan University), Tampa, FL. April 2010

GPA 3.67, cum laude

WORK EXPERIENCE:

September 2010 to Present

Order Processing Clerk

Inergi, Huntsville, Alabama

Processed orders through email and followed ISO standards for the Prototyping division. Maintained correspondence with customers and the production process within timeline and standards. Tracked and monitored timelines, production dates and job completion.

September 2008 to January 2010

Customer Service Technician

Flextronics, Florence, Alabama

Provide a high level of technical customer service support at a Device Support Center. Established strong rapport and trust with customers while accurately documenting customer interactions; provided direction, training and support to other associates, as needed.

June 2004 to November 2008

Self-Employed Web Manager

SherriDesign.net, Elkmont, Alabama

Operated my own small internet business including initial planning of the web site, including the layout and organization of the web site. Created a strong verbal and visual communications skills. Self taught HTML and other necessary computer skills through research.

May 2004 to November 2005

Arizona Title Agency, Phoenix, Arizona

Executive Assistant

All executive assistant functions including research new marketing material for presentations to potential clients, screening calls, making travel and meeting arrangements, preparing reports; including making the sales presentations to 30 plus real estate agents for our monthly sales meeting.

May 2003 to May 2004

ACCURL Corporation, Phoenix, Arizona

Office Manager

Maintain all current accounts receivable and payable, manage phone operation and answering service
Handled customer service satisfaction; Conducted orientation and training for new sales representatives. Held weekly meetings to review performance of the company and the staff

October 2001 to January 2003

Things Remembered, Mesa, Arizona

Store Manager

Supervising employees engaged in sales work, production, Taking inventory and reconciling cash and sales receipts, Planning and preparing work schedules, managing to required payroll hours
Interviewing, hiring, and training employees (staff of 3-15), responsible for achieving sales and other financial targets

REFERENCES: Available upon request