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SUMMARY

I'm a responsible, reliable, energetic and positive person with many years of business experience including Inside Sales, Telemarketing, General Office and Client Services.

EXPERIENCE

EXPRESS TIMES; Easton, PA April 2008 – August 2008

Inside Sales – Easton, PA

Responsibilities include:

- Generation of \$6K to \$7K of advertising revenue per month.
- Ad development; presentation of final product; delivery and gaining client acceptance.
- Managing, verifying and layout of special and weekly sections

Accomplishments:

- Exceeded revenue expectations by an average of 105.3% monthly
- Received customer satisfaction letters and accolades

Administrative Assistant – Asbury, NJ

March 2007 – April 2008

Responsibilities include:

- Receiving all online ads and entering them into our system
- Completing transfers and billing verification
- Assuring attainment of daily calling goals that the reps have to make
- Customer Service – resolving issues customers may have regarding their ads
- Assisting the reps with formatting of ads from an outside client

SUNSET HILLS COUNTRY CLUB; Thousand Oaks, CA 2006 – 2007

Bartender, Server, Portable Bar on Golf Cart

Responsibilities include:

- Sales – selling beverages to the members – both on the course as well as at the bar
- Customer Service - making the members happy and to feel that they are the most important person there
- Setting up bar, cart, and tables
- Serving drinks / food to members
- Training and mentoring of new employees

Achievements:

- Top beverage cart sales person
- First and only bartender to sell our top of the line premium product
- Developed and wrote new employee training guide

KINDERCARE; Moorpark, CA

2004 - 2006

Student Teacher

Responsibilities include:

- Instructing and teaching children on topics such as crafts, calendar, weather, alphabet, etc.
- Supervising during naps and play time
- Covering for teachers in the center at breaks

LIFESTYLE-DYNAMICS, Andover, NJ

2001 - 2003

Sales

Responsibilities include:

- Answering telephones, taking telephone orders
- Product sales
- Working shows and performing demonstrations

MOUNTAIN VIEW PHYSICAL THERAPY, Hackettstown, NJ

2001 - 2003

Aide

Responsibilities include:

- Assisting patients with exercises, administering heat, removal of stem
- Scheduling appointments
- General cleanup

COUNTY COLLEGE OF MORRIS, Randolph, NJ

2001 - 2002

Student Aide – Academic Affairs Office

Responsibilities include:

- Answering telephones
- Assisting students in checking class availability, registration, adding and dropping courses
- Computer work

TELEPHONE TRAINING CENTER, Hackettstown, NJ

1995 - 2003

Office Staff

Assisted in the daily operation of the business. Responsibilities included answering telephone calls, folding and stuffing envelopes for mailers, printing telephone overlays, addressing and labeling envelopes.

EDUCATION

Associate Degree – Early Childhood Education - County College of Morris – Randolph, NJ
TV / Print Modeling – John Casablanca Modeling Center, Langhorn, PA

SKILLS, LICENSING & CERTIFICATIONS

AED / CPR Certifications

Business telephone systems, Voice Mail, Fax, E-Mail

Licensed Bartender (California)

Intermediate fluency in Spanish

Microsoft Office Suite and Microsoft Publisher