

Thorough - Honest - Dependable

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Brett Paufler

www.paufler.net

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Looking for a Part Time / Casual,
Sales Position in the Construction Industry

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23 years Inside & Outside sales at an Independent Factory
Representative firm specializing in Fabricated Metals for the
Construction Industry.

Hired to do Landscaping and promoted to Typist/Clerk, Sales Assistant,
Assistant to the president, Customer Service Manager, and finally Vice
President (in charge of getting it done)

Intimate product knowledge of Expansion Joints, Signage, Louvers,
Doors, Entrance Mats, Wall Protection, Sunscreens, Column Covers, and
more

Full Spectrum of Product Supplier Duties: Project Survey/Identification,
Take Offs, Quoting, Follow Up, Contract Negotiation, Submittals,
Approvals, Job Site Visits, Project Management, Problem Resolution,
Credit Approval, Payment, Invoicing, Follow Up, and so on

Able to Independently run the line operations of an office, with a full
complement of office work Skills: File Management/Creation, Data Base
Management/Creation, Phone, Fax, Email, Mail Skills. Person-to-Person
Skills as demonstrated by Jobsite Consultations, Calling on Architects,
Contractors, and subcontractors; and Factory Meetings. Able to set up
and run, data bases, protocols, and primary office functions.

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BS in Industrial Psychology from CSU Hayward, Magna Cum Laude
AA with Honors, Electronics & Addiction Studies Certificates from DVC