

Experienced & Personable
Self-Starter - Tech Savvy

Brett Paufler

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www.paufler.net

Experienced: 23+ years doing general office work & sales
220 college units with a GPA of 3.8

Personable: Easy going by Nature
Education focuses on psychology and the nature of communication

Self-Starter: Independently runs the day-to-day operations of a small sales office
Write novels and build websites in spare time

Tech Savvy: Serviced California accounts from Hawaii
Set up telecommuting protocols and procedures
Code for a Hobby (mainly in JavaScript these days)

Work Experience

23+ years doing in house sales for a commercial construction supply firm

Duties include: Project management from discovery of lead through take off, estimating, bidding, securing order, contract negotiations, submittals, approvals, release, scheduling delivery, invoicing, receipt of payment, warranty, guarantee, pre-liens and release of liens

Set up & services: data bases, reports, filing systems, and protocols for telecommuting and running an electronic office; is the first face responder and gatekeeper to public, focusing on personal interaction with both suppliers and customers

Well versed in conflict resolution, problem management, troubleshooting, time management, and project prioritization. **(I get things done.)**

Education

3.8 GPA with over 220+ credit hours of study, including
BS in Industrial Psychology from CSU Hayward, CA. Magna Cum Laude
AA with Honors, Electronics & Addiction Studies Certificates, from DVC