

JANINA CONLEY

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PROFILE

Accomplished Sales and Marketing Coordinator who confidently serves as the face of the organization and leverages her international background to cultivate trusted business relationships. Relied upon for her attention to detail and time management skills in handling complex assignments. Skillfully blends entrepreneurial spirit and operational experience in a diverse range of capacities and demonstrates resourcefulness in overcoming challenges.

Project Management · Relationship Management · Client Liaison · Compliance · Marketing · Event Coordination
Sales · Operational Support · Customer Service · Report Generation

PROFESSIONAL EXPERIENCE

SALES AND MARKETING COORDINATOR, SKYMARK REFUELERS, LLC

SEPTEMBER 2016 – PRESENT

Tasked with project management and business relationship management to foster customer retention. Promotes the company's product line through marketing and business development efforts.

- Manages complex proposals, including doc review, cost-pricing analysis, technical specifications, contract terms and consulting with subject matter experts.
- Trusted with highly sensitive regulatory paperwork compliant with international and military specifications, as well as EPA and DOT regulations.
- Organizes global trade shows, coordinates logistics and ensures compliance with insurance and labor laws.
- Implemented corporate travel management software; tasked with reporting, training, and determining best practices.
- Facilitates smooth business processes by providing top-level operational support to senior executives.

SALES COORDINATOR, AMERICAN CENTURY INVESTMENTS

JULY 2014 – SEPTEMBER 2016

Operational support for eight teams of internal and external wholesalers. Focused on FINRA compliance, customer relationship management and budget oversight, as well as report generation and travel coordination.

- Recognized company-wide with a Value Award for exceptional work ethic and job performance.
- Achieved increased sales productivity by developing reporting tools to identify opportunities and target customers.
- Successfully managed to keep teams aligned with industry-wide compliance policies and client procedures.

PRODUCT MANAGEMENT ASSISTANT, PESTER PAC AUTOMATION GMBH

MARCH 2013 – NOVEMBER 2013

Independently managed projects including clarification of technical and commercial details as well as organization and conduction of machinery acceptance tests with international customers. Proposal and order processing using SAP software.

- Generated approximately \$3.4 million in order value by promoting customer retention and prioritizing customer satisfaction throughout the project phase.
- Delivered proposals valued at approximately \$36 million by systematizing the quote writing process to reduce the latency period of inquiries.
- Enhanced clarity of revenues by monitoring incoming payments and overseeing accounts receivable.

EDUCATION

Bachelor of Arts in Economics, English and American Studies
FRIEDRICH-ALEXANDER UNIVERSITY, Bavaria, Germany 2012 (GPA 3.9)

SKILLS & ACTIVITIES

- Fluent in English and German; advanced knowledge of Spanish
 - Proficient in Microsoft Office Suite (Excel, Word, Power Point, Outlook), SAP, Salesforce
- Hobbies include travelling, reading and outdoor activities