

PROFESSIONAL RESUME ERIKA

MADZAR

Based in Altona Meadows, Victoria - 0409 196 540

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Industry Key Experience

Interior Design; Sales & Design Consultation in Full residential building from exterior to interiors: Building Hardware, Tiles/Stone, Glazing, Kitchens, Bathrooms, Wardrobes;

Sales/Sales Management; Customer Service;

Purchasing/Procurement;

Estimating;

Real Estate sales & rental properties;

Administration;

Mining Camp Project Management/Project Coordination;

Road Construction Site Administration

Career Objectives

Having long term job security with a reputable successful company, expanding my experience, knowledge every day in an industry i am passionate in design, construction, customer service industries

Computer Skills

- Intermediate to Advanced Microsoft Office – Word, Outlook, Outlook Diary, PowerPoint, Excel, Internet Explorer
- SAP
- Oracle
- MYOB
- Salesforce/ CRM data systems
- Intro to Autocad
- Console
- REST
- RP Data
- VCAT
- Vision
- Macropro, RE Office
- Box & Dice
- Pics
- Hub

Employment History

Simonds Homes from 23rd July 2018 – May 14th 2019

Customer Relationship Coordinator/Interior designer - Fulltime

Marcon Developments from 4th April 2018 – 25th May 2018

Colour Consultant/Admin - Casual

Signorino tile & stone gallery – 14th Aug.2017 – 14th February 2018

Interior Designer/Sales consultant full-time (position made redundant)

The Inside Project/Installex – Renovation group – Newport – Jan.2017 - Aug.2017

(left to go to Signorino Tile Gallery)

Internal Sales - Bunnings kitchens account manager full-time

Long Island Homes – from January 2015 – July 2016.

Interior Designer/Colour Consultant – New Homes/Developments – Fulltime Perm.

Responsibilities:

- Consulting clients, Colour Selections exterior & interior products, Sales: – Stone, Tiles, Glass, Flooring, Cabinetry/Joinery/Hardware, Bathroom & Kitchen products, Appliances, Electricals & design; Estimating; Quotations; Interpreting plans & Design; Construction documentation.

CSR – Viridian Glass North Perth WA – May 2014 – August 2014 (moved back home to Melb.)

North Perth W.A. Sales Centre Full time Sales Consultant

- Quotations/Estimating, Sales consultant, Specifying, Production coordinating, Appointment setting/management for clients and installers.

Leighton Contractors/Mainroads W.A - from June 28th – December 20th 2013

W.A. Pilbara & Wheatbelt Site Administration – Contract Role

- Purchasing/Procurement; Account Receivables; Travel/accommodation bookings; Rental property management; Time sheets coordination/Payroll data entry; OHS admin/Fleet admin.

Artia Australia (Coventry Fasteners Group) May 2012 – May 2013 (moved interstate WA)

Territory Sales Account Manager – Builders Hardware & Hospitality furniture – International products - Fulltime

- On Road Managing customer accounts; BDM; Cold calling; Sales / KPI's/Targets; Product training - technical & sales.

Employment History

Cont.....

Hafele - International Architectural Hardware/Door systems - April 2011 – May 2012

Showroom Manager 2IC, Sales & Customer Service

Responsibilities:

- Showroom Sales & Consulting (Architects, Builders, Trade & Retail, etc); Sales Executives support/Internal Sales/Customer Service – phone, fax, emails; Estimating/Quotations; Customer Account Management ; Daily management of showroom/Coordinating showroom statistics & expenses.

John Stephens Commercial Kitchens 2010 -2011

Projects & Sales Coordinator - Contract role

Responsibilities:

- Purchasing/Procurement of local/interstate suppliers; Coordinating projects which incl. building & transporting of mining mess camp & kitchens to WA; Assistant to Director; Sales and Factory Support.

Wardrobe Works – Robinson Doors (Geelong) 2009 – 2010 (business shut down)

Sales consultant & Designer

Responsibilities:

- Kitchens, Doors; Hardware and Wardrobe Showroom Sales; Estimating/ Quotations; Consulting
Clients (incls.Builders, Trades & Retail); Designing /Drawing plans; Installation of wardrobe systems

Real Estate agencies /Buckmaster Hawkey R.E. Recruitment Agency - 2005 onwards

Sales/ Property Management - Leasing/ Admin.

Joyce Foam Products 2004 to 2005 – Sales/Customer Service/Estimating

Responsibilities:

- Internal Sales, Quotations, Estimating; Warehouse – Dispatch & Manufacturing work flow; New staff training

Employment History

Cont...

Melbatex P/L 1998 – 2004 (T/As Melba Industries prev. Div.of Austrim Textiles)

Internal Sales, CSO, Procurement, Sales Support, PA to Director

Responsibilities:

- Fabric Procurement (Offshore & Local); Quotations/Estimating/Stock Control, Production Ordering & Work flow; Export & Customer Account Management; PA/Sales Support to Director; Internal Sales/ Customer Service; Sales Executives Support.

Anthea Crawford Head Office 1997 – 1998: -

National Stock Control Manager

Responsibilities:

- National Stock Distribution, Stock rotation/Consolidations Australia wide, Customer Service, Reporting sales & trends to Anthea, Store's Support, Distribution Staff Supervisor

Key Strengths

- Customer Service
- Customer Relations Development
- Sales & Sales Support
- Purchasing/Procurement/Negotiation
- Account Management
- Excellent Communication & People Skills
- Directors & Sales Executives Assistant
- Staff Management & Training

Professional Development

- Diploma of Interior Design 2005 (The Interior Design Academy)
- Action International Business Coaching Certificate in "Sales Made Simple"
- Agents Representative – Certificate in Property (Vic Uni) 2005 I.D#3705971
- Certificate of Materials Technology (Brunswick Tafe)
- Certificate of Sales Management – Communication Skills 1 & 2; Selling
- Intro to Autocad (RMIT)
- On-Hired Employee Safety Training
- OHS Construction White card
- Salt Compliance Competition & Consumer Protection training

Referees: Available upon request