

Kelly A. Oldenburg

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OBJECTIVE To become a team member in a proactive workplace that allows for innovative creation and growth with integrity.

PROFESSIONAL ACCOMPLISHMENTS

- Utilizing diligent up-sale strategies and a commitment to outstanding customer service, I increased sales on an account by over 300% as Inside Sales Representative with Mod-Pac over four years, making that multi-million dollar account one of our largest nationwide.
 - Working as part of a dynamic regional sales team committed to aggressive customer-base growth, our Mod-Pac team was able to increase regional sales accounts by \$12 million dollars in four years.
 - Successfully implemented a 14 million gallon statewide fuel program for NOCO Energy, which has sales of approximately \$30 million over two years.
 - Unique ability to cultivate relationships
 - Excellent interpersonal and organizational skills
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EDUCATION **Medaille College:** Master of Business Administration, Buffalo, NY (2008)

Syracuse University: School of Information Studies, Syracuse, NY (2001)
Bachelor of Science in Information Management and Technology,
Minor in Management

EMPLOYMENT HISTORY

NOCO Energy Corp., Tonawanda NY, 2009-2010

Account Executive

- Effectively communicated value proposition surrounding sale and distribution of energy and petroleum products
- Assisted in development of business strategies and processes related to penetration of new customer account sets
- Reviewed estimates, quoted prices, developed proposals and provided customers with information regarding terms of sale and delivery dates
- Tracked sales activities for new and existing clients and maximized business to business sales through CRM software

Mod-Pac Corp., Buffalo NY, 2005-2009

Inside Sales Representative

- Prepared job specifications, reviewed estimates, quoted prices, developed proposals and provided customers with information regarding terms of sale and delivery dates for custom packaging
- Conducted sales calls and tracked sales activities for new and existing clients
- Traveled to customer sites to evaluate current packaging processes and provide recommendations for improvement, and fostered strong client relationships
- Monitored new product/service offerings and compiled data on competitive products and pricing
- Attended trade shows nationally to promote company value proposition and developed marketing collateral for distribution to prospective customers

Gastroenterology Associates, LLP, Williamsville NY, 2003-2004

Administrative Assistant

- Created e-mail accounts, set-up and executed daily and month end back-up, installed new scanners, programs, and anti-virus software
- Worked on an endoscopy project which entailed uploading information and creating individual accounts for all patients who had a specific procedure
- Insured daily operability of all computers used by two offices

Syracuse University Food Services, Syracuse NY, 2001-2002

Supervisor

- Controlled inventory, worked with payroll, was responsible for product movement and the ordering of various items, and tallied expenses for all accounts
- Supervised general employees and students working in their respective business units, scheduled breaks and addressed all employee concerns
- Balanced and counted drawers and made deposits
- Worked various functions: catered receptions, commencement breakfast, commencement dinner, and bartended at the Carrier Dome

INTERNSHIPS

Summer 2000, Rich Products Corp., Buffalo, NY

- Installed Trend Micro anti-virus software
- Provided on-site assistance to staff
- Reviewed, sorted and updated databases

Summer 2000, Buffalo Bisons, Buffalo, NY

- Marketed and promoted upcoming events
- Worked various camps

COMMUNITY SERVICE

Eucharistic Minister, St. Francis of Assisi Parish
Gilda's Club Western New York
Ken-Ton Chamber Board of Directors, Secretary
Mt. St. Mary Academy Alumnae Board