

**Iliana Rodriguez**  
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**OBJECTIVE:** To obtain a Marketing position in the Communications industry with an emphasis in Sales

**SUMMARY OF QUALIFICATIONS:**

Motivated Customer Service Professional with 5 years experience; Recipient of "Employee of the Month" twice in 2008; Proven success in addressing the needs of customers; Solid academic background with diverse work experience

**EDUCATION:**

Rockland Community College, Suffern, NY August 2008  
A.S. Business Administration  
G.P.A: 3.8

**HONORS/ACTIVITIES:**

Graduated with Honors; Dean's List: Spring 2007, Fall 2007, Spring 2008; Phi Theta Kappa; Vice President of Alpha Beta Gamma (2007-2008); Member of the Economics club (2007-2008)

**WORK EXPERIENCE:**

**Casso-Solar Corporation** Pomona, NY 1/2007-Present

Purchasing Assistant

- Receive purchase requisition, convert to purchase orders, and obtain quotes and pricing
- Successfully interact with suppliers and vendors; continually review sources based on price, quality and delivery
- Maintain current cost and selling prices in inventory control system

**Technical Traffic Consultants**, Congers, NY 9/2006-12/2006

Data Entry Analyst, Intern

- Prepared spreadsheets detailing cost of imported goods
- Audited clients receipt of deliveries to determine accuracy of costs and quantities received

**Pottery Barn**, West Nyack, NY 4/2005-9/2006

Sales Associate

- Ensured customer satisfaction through prompt, cordial service
- Facilitated all company contests, monitoring results and encouraging participation of employees
- Trained up to 6 sales associates

**COMPUTER SKILLS:**

Microsoft Word, Excel, Access, Quickbooks, WordPerfect, Adobe Illustrator, Print Shop

**LANGUAGE SKILLS:**

Fluent in Spanish

*References Available Upon Request*