

Jane Logan

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Overview of Qualifications

- ☑ Accomplished professional with an extensive experience in supply management, sales, and finances.
- ☑ Expert at all aspects of budget development, pricing parameters, and inventory control.
- ☑ Effective in analyzing sales, providing customer support, and establishing relationships with new vendors, supplies, and manufacturers.
- ☑ Versatile and proactive problem solver with excellent interpersonal skills.
- ☑ Highly adaptable to ever changing circumstances when engaging any project plans within a fast-paced and demanding environment.

PROFESSIONAL EXPERIENCE

Professional Equipment and Appliances, Mount Clemens, MI

Office Administrator/Sales • Mar 2006 – Present

- Plan and develop budgets; direct budget activities to maximize investments.
- Structure internal budgeting processes and establish internal controls to monitor operations and maintain budget limitations; assist with managing daily operations.
- Oversee purchasing of supplies and materials for service department verifying purchase requisitions; prepare purchase orders by verifying specifications and price.
- Sell major appliances while providing excellent customer service and support to clients.
- Maintain records and manage accounts payable/receivable.

US Army, Fort Knox, KY

Cargo Specialist • Feb1994 – Jun 1997

- Inspected and documented cargo utilizing manual and automated data processing systems.
- Loaded and unloaded supplies and equipment from ships, docks, beaches, railheads, boxcars, warehouses motor vehicles and aircraft.
- Operated and maintained winches, cranes, and forklifts of all types and sizes.
- Equipped ships' gear as a part of a team.

EDUCATION

Michigan University, Mount Clemens, MI

Bachelor of Science (Leadership) – GPA 3.8 • Dec 2015

Jefferson Community College, Mount Clemens, MI

Associate of Science in Criminal Justice • 2004

MEMBERSHIPS & AFFILIATIONS

Vice President – Criminal Justice Fraternity • 2002 – 2004

Brand Source Buy Fairs • 2008, 2009, 2010

SKILLS

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| - MS Office Suite | - Interpersonal Skills |
| - Decision Making | - Multi-Tasking |
| - Flexibility | - Planning |
| - Organizational Leadership | - Prioritizing |

REFERENCES

References are available upon request.