

Rochelle Komula
2055 Buckley Lane, Round Rock, TX 78664
760.533.9788
chelle.komula@gmail.com

Seeking a sales position where my excellent customer service, communication, administration and organization, will be utilized to effectively contribute to the success of the organization.

EDUCATION

Administrative Assistant Professional Certificate -- Palomar College, CA 2006
BS in Science, Technology, and Culture -- Georgia Institute of Technology, GA 1999

SIGNIFICANT EXPERIENCE IN

*Sales *Marketing *Administrative Support *Relationship Management *Customer Service *Process Administration *Solutions Consulting *Project Coordination/Management *Recruiting

WORK EXPERIENCE

WESTERN STATES FIRE PROTECTION

National Accounts Service Sales – 09/2019 – 03/2020

- Maintain consistent communication and job updates with new and existing National Accounts (NA) customers.
- Propose, manage and follow-up on NA service and deficiency projects.
- Project Management - NA service jobs; Propose service and deficiency jobs, order appropriate materials and equipment for projects, insure project is completed within allocated time and at company expected margins, follow up on any outstanding project items, provide billing team with accurate job details for invoicing.
- Update local Authorities Having Jurisdiction (AHJ) of any impairments to fire suppression systems via email and web portals (ex. AFD Compliance Engine).

Inspection Sales / Business Development – 12/2017 – 09/2019

- Proposed inspection solutions for current and prospective customers' fire & life safety equipment and suppression systems based upon code driven requirements.
- Keep abreast of marketing opportunities through sales, calls, networking and other market related information.
- Prospected and initiated customer relationships to build and maintain customer base.
- Planned and executed customer appreciation events to maintain strong vendor/client relations.
- Obtain leads for prospective customers as well as provide proposals for inspections and services for new and existing customers.

APPLEONE EMPLOYMENT SERVICES

Account Executive – 10/2016 – 12/2017

- Client development and rapport building through on-site visits.
- Maintain performance standards and increase sales for temporary and full-time cash-in clients.
- Interface with clients to identify needs, develop and present company solutions and obtain job orders.
- Continuously develop applicant database through recruiting, reactivating, reassigning, and referrals.
- Interview, evaluate and reference all candidates to determine their skill base.
- Recruit, screen, evaluate and match qualified candidates to the clients' specific job order requirements to ensure client retention.

M.I.C. TREATMENT & MAINTENANCE

Sales and Marketing Director/Office Manager - 08/2014 - 07/2016

- Manage the entire sales lifecycle of fire sprinkler corrosion testing and mitigation projects.
- Prepare and Implement Marketing initiatives, projects and strategies.
- Assist in managing the day-to-day business processes.
- Coordinate with local vendors and contractors on projects and jobs.
- Develop and maintain customer relations to ensure retention.
- Attend local trade shows and relevant networking events for customer prospecting.
- Prepared and delivered sales and marketing presentations to prospective customers.

TYCO SIMPLEXGRINNELL

System Integrity Representative/Inside Sales - 05/2007 - 08/2014

- Sell service repairs for deficiencies identified through inspections.
- Prepare proposals for services and orders for established and new customers.
- Utilize established customer database to track and monitor designated sales.
- Maintain records of sales and activities and follow-up with customer.
- Develop ongoing relationships with customers to ensure customer retention.
- Tracking and organizing current customer work orders, inspections, and projects.

SCIENCE APPLICATIONS INTERNATIONAL CORPORATION

Training Assistant - 09/2004 - 05/2007

- Coordinate training programs and provided support for the department, including communicating with instructors and team members, provide/procure training materials, catering and room logistics to support daily course functions.
- Manage department registration system; coordinate with customers and vendors to maintain accurate.
- information for end users.
- Responsible for invoice, expense reports, and accounts processing.
- Administer Marketing Initiatives by maintaining relationships and communication with program customers, as well as, maintain customer database and website.
- Received certification in Pearson VUE computer-based testing solutions in 2005.

ADDITIONAL WORK EXPERIENCE

CLOSET WORLD

Outside Sales Representative - 11/2003 - 09/2004

REDWIRE BROADBAND

Inside Sales Representative - 07/2003 - 11/2003

MCGRAW-HILL

Marketing Coordinator - 10/2002 - 07/2003

PEREGRINE SYSTEMS, INC.

Associate Solutions Consultant/Inside Sales - 04/2001 - 06/2002

COMPUTER APPLICATIONS SKILLS/KNOWLEDGE

*MS Operating System including MS Word, Excel, PowerPoint, Outlook *ASTEIA *Salesforce *CRM
 *WebApps *Timberline *Oracle *MS FrontPage *Adobe/Blue Beam *Compliance Engine