**Carrie Kelly**

**3 Spinning Lane  Whitby, Ontario  L1P 1M6**

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**Profile**

Dynamic sales individual with over 4 years experience supporting VP Ontario Sales, Field Sales Execution, Strategic Accounts and the entire Ontario Sales Team. Promoted to the role of Executive Assistant supporting SVP National Sales, SVP Marketing, SVP People & Culture and backfilling for the President & CEO and the CFO with over three years experience in this role. Working closely as a liaison between Sales and Trade Marketing to ensure accuracy of the distribution of LTO’s, BAM’s, tools and sell sheets required for field sales execution. Excellent time and calendar management providing the senior leadership excellent support for their day to day. Demonstrates a proactive nature, sense of urgency and consistently achieving high-quality results. Solutions driven and always delivers smarter and not harder work habits. An innovator, whose enthusiastic and resourceful approach cultivates strong working relationships, encourages team efforts and enjoys the challenges of new projects and development. Prioritizes and multi-tasks well to adapt to changing environments and customer needs.

**Summary of Expertise**

Sales, time / calendar management, expense reporting, travel arrangements, customer service, financial & analytical skills, reporting, detail oriented, 99% data entry accuracy, intermediate and advanced MS Office Suite Skills, SAP, JDE, WorkDay, Concur, SFDC, Diligent, Business Object and AS400, reconciliations and trouble-shooting.

**Work Experience**

**Arterra Wines Canada**

**Mississauga, Ontario**

**Executive Assistant (July 2017 – June 2020)**

* Executive calendar management/time management for SLT
* Executive expense reports for SLT
* Travel arrangements for SLT
* Event/on-site & off-site meeting planning for National Sales, Marketing, P & C and Board of Directors
* Paired wines with food for all events/meetings (WSET 2) designation
* Generated and compiled meeting agenda items for SLT, BOD, ALT, National Sales and P & C
* Collated reports for SLT & Board of Director meetings
* Created purchase orders
* Managed national leadership team and championed all meetings off-site and conference calls
* Provided employee verifications
* Screened and redirected incoming calls accordingly
* Rescheduled high level meetings according to urgency
* Built positive and strong networking relationships infield and vendors/customers

**Constellation Brands Canada / Arterra Wines Canada**

**Mississauga, Ontario**

**Ontario Sales Coordinator (March 2013 – July 2017)**

* Executive support for VP Sales, Director, SAT and entire field sales team
* Executive monthly expenses for VP Sales and Director of SAT in Concur
* Executive travel arrangements
* Sales execution experience
* Sales merchandiser experience
* Assisted the SVP when requested for coordination of meetings
* Maintained agenda for weekly meetings
* Ran monthly SFDC reports for distribution for employees at head office
* Created monthly sales publications “The Grapevine”
* Submitted hourly payroll for sales associates through Kronos
* Worked closely with Trade Marketing for smooth execution of tools for field team
* Championed all offsite and regional meetings with the highest detail
* Highest sense of urgency with ability to execute difficult tasks for team
* Worked as merchandiser in field monthly to assist sales reps apply approved programming at LCBO
* Built healthy relationships between Sales and external/internal parties
* Worked closely with finance to ensure accuracy with G/L coding
* Trouble-shooted outstanding invoices to support vendors
* Created PO’s accurately and timely in JDE
* Responsible for new customer/vendor setups
* Maintained customer profiles with updated information
* Driven to create the best culture environment
* Resourceful, reliable, trustworthy and dedicated
* Acquired new responsibilities and embraced the challenges that came along with them

**Coca-Cola Refreshments**

**Toronto, Ontario**

**Price Execution Analyst (January 2010 – December 2012)**

* Customer Service
* Coordinated and executed price increases across Canada
* Ran Business Objects Reports (BOBJ) and AS400 (BASIS) queries
* Compiled reports generated from BOBJ and BASIS to export to Access
* SAP data entry
* Analyzed and verified previous and current pricing
* Assisted account mangers and accounts receivable clerks with credit and payment information
* Prepared and submitted PAT mass submission spreadsheets
* Audited past PAT submissions

**Coca-Cola Refreshments**

**Toronto, Ontario**

##### Route Process Administrator (November 2010 – January 2012)

* Provided customer service to indirect sales delivery agents
* Administered rebates to agents on a monthly basis
* Ran Business Object Reports (BOBJ)
* Ran ISS reports in BASIS
* SAP data entry
* Compared reports to ensure accurate payments to agents
* Prepared cheque requisitions according to the G/L

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**References**

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