Beth E. Buker

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Summary:

- Strong verbal and written communication skills
- Self motivated; able to achieve goals
- Proactive decision maker with the ability to take initiative and implement decisions

Professional Experience:

February 2007-Present Saxon Business Systems, Inc. Orlando, Fl

Branch Administrator

- Manage daily operations of the Orlando office
- Schedule and manage truck routing
- Manage Orlando machine inventory, parts room stock, and technician car stock inventory
- Conduct a quarterly inventory of all machines and parts
- Ordering of parts, parts receiving, and parts distribution
- Dispatch and manage service technician activity
- Process lease documents, communicate with third party leasing companies
- Resolve customer billing discrepancies
- Meter reading data entry
- Coordinate with various vendors

July 2006-February 2007 Saxon Business Systems, Inc. Orlando, Fl

Account Executive

- Preformed daily face to face cold calling and phones calls to generate sales leads
- Created and presented business proposals to potential and current customers

January 2006- July 2006 Marriott Vacation Club International Orlando, Fl

Guest Service Agent

- Provided a variety of attentive services to guests
- Transported guests between hotels

March 2005- January 2006 Sentry Management Orlando, Fl

Co-op Assistant Activities Director

- Oversaw the daily operations of a residential community activity center
- Scheduled classes offered at the activity center
- Organized and supervised special events
- Assisted Property Manager with minor property management issues.
- Ensured safety, cleanliness, and good working order of facility and equipment

Education:

The University of Central Florida Orlando, Fl

Bachelors of Science in Hospitality Management May 2006

- Trained in Microsoft Office applications, including Excel, Word, and Power Point
- Heavy course work in all areas of hospitality, including; communications, writing, marketing, public speaking, presentations, and group work