

Taylor Parker

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EXPERIENCE

FASTSIGNS, Austin — *Inside Sales Representative*

MAY 2018 - PRESENT

My role includes networking and building productive and positive relationships with all clients, ensuring renewals and developing large clients for a stable, growing future. Working with deadlines and events, coordinating multiple location installations across the country, solving problems through clear, articulate and empathic communication. Collaborative project management sensitive to budget and other factors, prompt response time and immense attention to detail, while keeping customer satisfaction of highest priority. Graphic design, producing layouts, creating mockups, proofs, etc. for building signs, designing signage, and fulfilling orders by the required due date.

HIMS, Inc, Austin — *Marketing & Events Coordinator*

JUNE 2017 - SEPTEMBER 2017

Coordinated hotel reservations for multiple staff for large tradeshow. Tradeshow take-down and set-up. Web development via Wordpress. Graphic Design – banners, flyers, newsletters, web graphics. Sent out weekly customer outreach emails. Ran credit cards and took phone orders. Helped to create a team atmosphere. Worked with multiple remote staff across the nation. Organized trade-show attendance and payment. Worked closely with the Vice President of Sales and the Company President.

Nordstrom, Austin (Domain Northside) — *Beauty Concierge*

SEPTEMBER 2016 - JUNE 2017

Selected as member of coveted new store team to build out and open new Nordstrom at The Domain. Customer service, direct sales, special event coordination, listening to client needs and wants and recommending products that meet those needs, assist Department Manager with organizing promotions, performing financial transactions of all kinds including purchases and returns, maintaining a polished appearance for store, sanitation of products/testers, help to create team spirit among world class brands.

Phoenix Translations, Elgin — *Administrative Assistant to CEO & Global Marketing Director*

FEBRUARY 2015 - SEPTEMBER 2016

Assistant to CEO with project management and extremely detailed reports for multi-million dollar client base. Coordinated communication with customers and potential clients. Detail transfer of sensitive data including foreign language in comparative reports.

SKILLS

Design (Proficient in Adobe Illustrator and other Creative Cloud Applications)

5 Years Combined Selling Experience

Business Acumen

Team Player

Customer Relationship Management

Written Communication

Detail-oriented

Problem Solving & Creative Solutions

Emotional Intelligence

Negotiation

Project management

Computer Efficiency

AWARDS

The Bomb Employee
(FASTSIGNS, 3 separate times)

Straight A Honor Roll

Top Sales Performer
(FASTSIGNS, multiple occasions)

Drum Major (2 Years)

LANGUAGES

Semi-fluent in American Sign Language

Managed Machine Translation Software for company and worked with translation teams to set up client vocabulary in several languages for enormous assignments. Assist in global marketing department with creation and maintenance of client databases, operate CRM software programs, write and create emails. Processing payments, word processing, answering and re-directing multi-line telephone calls and exacting messages for company.

EDUCATION

Elgin High School, Elgin

AUGUST 2010 - JUNE 2014

Standard highschool curriculum, obtained Straight A's through the four years of High School.

PROJECTS

Various Large Projects — *ADA Signs, Comprehensive Projects, etc*

Carried out permitting and production deadlines, kept client and production on the same page, coordinated with installation team for 50+ piece installations, designed and carried out customer ideals at a large scale, juggled multiple large projects while always delivering on customer expectations.