Cordelia Mbeki-Larsson

Sales Coordinator, B2B Distribution

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TOOLS & TRAINING

Salesforce Administrator coursework, 2023

Advanced Excel: pivot tables and lookups, 2021

NetSuite order management training, 2022

SUMMARY

Sales coordinator with 5 years supporting B2B sales teams of up to 12 reps. Turns around about 60 quotes a week, most within 4 business hours, and keeps Salesforce data clean enough for weekly forecasting. Cut order entry errors by more than half and built the pipeline report the sales director uses every Monday. Calm under deadline pressure and trusted by reps and customers alike.

EXPERIENCE

Senior Sales Coordinator — Buckeye Industrial Supply

Columbus, OH · Mar 2022 – Present

- Prepare about 60 customer quotes a week for 12 field reps, sending 85% within 4 business hours of the request.
- Cut order entry errors from about 14 a month to 5 by adding a 6-point check before orders go to the warehouse.
- Built a weekly Salesforce pipeline report that the sales director uses to forecast a $28 million territory.
- Cleaned roughly 3,400 duplicate or stale CRM records, raising contact match rates for email campaigns.
- Organized 4 regional trade show booths a year, booking about 70 follow-up meetings for the reps.

Sales Coordinator — Scioto Packaging Group

Dublin, OH · Sep 2020 – Feb 2022

- Supported 7 inside sales reps with pricing requests, samples and order tracking for about 300 accounts.
- Reduced late sample shipments from about 1 in 5 to 1 in 20 by creating a shared request tracker.
- Answered about 40 customer calls and emails a day on order status, lead times and invoices.

SKILLS

Sales Operations: Quote preparation, order entry, pricing approvals, contract renewals, territory lists

CRM & ERP: Salesforce, HubSpot, NetSuite, SAP Business One, data cleanup

Reporting: Pipeline reports, Excel pivot tables, sales dashboards, forecast prep

Coordination: Trade shows, sample requests, rep calendars, customer onboarding

EDUCATION

B.A. Communication, Otterbein Valley University, 2020

Fictional example by FindAJobAI: the person, employers and numbers are invented.