

# TAMARA BASALDUA

## CC ABC Sales Assistant

### PERSONAL PROFILE

I am a sales assistant seeking a full-time position as Sales Coordinator. I have broad experience the Ag industry as well as customer service.

### ACADEMIC HIGHLIGHTS

San Jose State University

**BA in Communications Studies  
Class of 2015**

- Communications Department Intern 2015
- Volunteer for Santee Elementary School 2015

Monterey Peninsula College

**Associate Degree in Business Administration  
2008-2013**

### WORK AFFILIATIONS

Hearst Television

**CC ABC Sales Assistant, Feb. 2019- Present**

- Assist sales manager and account executives by inputting orders.
- Familiar with inputting digital orders through AdBook.
- Assist in completing ANC forms.
- Proficient in WO Traffic, Strata, and WO Central.
- Pull reports for various clients through Wide Orbit.
- Communicate with agencies to schedule weekend paid programming based on quarterly bids.

Braga Ranch

**Receptionist/ Admin. Assistant, Mar. 2018-Feb 2019**

- Manage account by processing invoices into AgStar and PO matching using Famous.
- Record and manage micro lab results.
- Communicate with harvest managers to ensure safety and acceptability of harvest sampled crops.
- Strictly monitor labor contracting invoices to ensure company funds are allocated correctly.
- Manage various food safety documents.

State Farm Insurance Agency

**Insurance Agent Assistant, Nov. 2016-2017**

- Provide customer service by answering client inquiries regarding accounts.
- Direct clients to online resources by providing a step-by-step process to process payments, input claims, and learn about policies.
- Collect and process payments to keep client accounts current.

### PERSONAL DETAILS:

Telephone: 831-809-9171  
Email: tmarie.basaldua@gmail.com  
15 Hartnell Rd., Salinas, CA, 93908

### KEY COMPETENCIES

- Organization
- Communication
- Goal Oriented
- Multitasking
- Visual Presentation
- Public Speaking
- Customer Service

### AREAS OF EXPERTISE

- Accounts Payable
- Data Entry
- Budget Control
- Generate Reports
- Account Management
- Data Analysis