**Angela healey**

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**Overview**

Experienced Sales Project Coordinator specializing in operations, account management, sales team coordination, and program coordination.

Highly organized and self-motivated with a proven track record in leading sales department organization and processes. Adept at overseeing complex projects and fostering seamless communication and collaboration across departments. Proficient in program coordination, process automation, streamlining, and productivity enhancement to drive organizational success.

**CORE** **COMPETENCIES**

 Project Assistance | Organization | Office Management | Account Management | Executive Administration |

Corporate Event Planning | Salesforce Administration | Excellent Written & Verbal Communications

Microsoft 365- Copilot, Power BI, SharePoint, OneDrive, MS Teams, Outlook, PowerPoint, Word, & Excel

**PROFESSIONAL EXPERIENCE**

**ICAST – (501c3 Energy Solution Provider) - Denver, CO (Remote) 2022 – 2025**

**Trade Ally Sales Coordinator**

* **Program Support:** Worked closely with the Demand Side Manager fostering partnerships with energy vendors, contractors, new construction home builders, and stakeholders to drive energy efficiency initiatives for large-scale property owners and trade ally contractors.
* **Outreach and Engagement:** Conducted outreach to trade allies and home builders, providing them with program information and support to ensure successful program participation.
* **Relationship Building:** Cultivated strong relationships with trade allies, addressing their needs, concerns, and feedback to enhance program effectiveness and satisfaction. In 2024, our goal was to hit 25MM kWh savings. With my team’s diligent outreach efforts, we reached 27.5MM kWh savings, generating an additional profit of over $150k.
* **Project Coordination:** Spearheaded coordination between trade allies and internal ICAST teams, ensuring seamless project execution and timely completion. Achieved a 20-30% reduction in project completion time by enhancing outdated workflows. Collaborated with IT to develop Smartsheet formulas for data extraction, facilitating quicker project closures and boosting trade ally satisfaction.
* **Data Analysis and Reporting:** Utilized advanced functionality and metrics within Salesforce, Smartsheet, SharePoint, and Power BI to provide monthly, quarterly, and yearly forecasts. I organized and facilitated a weekly meeting with the Tech Services and Trade Ally teams to evaluate and prioritize key projects in our system, identifying high-value opportunities for ICAST.

**Supplier Management Solutions dba TRIGO**

**(Aerospace & Defense Delivery Assurance Supplier) – Temecula, CA 2019 – 2020**

**Executive Assistant & Operations Administrator**

* **Executive Support:** Providedexecutive support to the VP of Operations and a 30-person operations management team.
* **Scheduling:** Coordinated travel arrangements, maintained the calendar, and managed email communication for the VP. Organized on-site quarterly business reviews and scheduled weekly team meetings.
* **Data Analysis:** Supported Delivery Assurance specialists in data collection and analysis for weekly Microsoft PowerPoint presentations. These presentations were provided to major customers, including Boeing, Lockheed Martin, Northrop Grumman, Electric Boat, Pratt and Whitney, and all divisions of General Electric.
* **Team Organization Support:** Developed and maintained a customer-supplier database in Microsoft Excel, conducting weekly reviews with the team to ensure accuracy and effectiveness.

**REVShare (Television Advertising Broker) – Temecula, CA 2011 – 2019**

**Associate Account Manager**

* **Account Management**: Responsible for managing 20 accounts generating $3MM in annual revenue.
* **Client Support**: Enhanced client relationships through consistent communication, problem-solving, and exceptional customer service.
* **Reporting:** Designed and implemented an internal campaign performance system in Microsoft Excel, utilizing advanced formulas to analyze customer's weekly spend versus budget, resulting in a 10% increase in company margins.
* **Functions:** Acted as the primary liaison between clients and internal media, accounting, and operations teams, ensuring effective communication and collaboration.

**Sales Coordinator & Office Manager**

* **Orchestrated**: Various activities for a team of 6 Sales Executives and the VP of Sales, ensuring seamless operations and support.
* **Administered:** Salesforce CRM, including meticulous data inputs, sales leads, opportunities, and account management for the sales team.
* **Generated:** Comprehensive pipeline reports and sales forecasts, providing executives with timely and accurate revenue updates.
* **Supervised:** Daily office operations, ensuring all departmental requirements were met efficiently and effectively.
* **Executed**: Planned and organized corporate events, annual meetings, and sales events with precision and success.
* **Procured:** Marketing materials, maintained office inventory, and managed the selection and distribution of client gifts.

**Abbott Vascular – (Developer for Cardiovascular Medical Supplies) - Temecula, CA 2007 – 2008**

**Administrative Assistant**

* **Provided:** Extensive administrative support to the IT department and a team of 50 employees.
* **Organized**: Meetings, including handling food, beverages, meeting space, and AV setup.
* **Efficiently:** Managed and optimized schedules, coordinating and arranging all appointments and meetings. **Streamlined**: Travel arrangements for directors, managers, and staff, ensuring seamless and efficient logistics.
* **Reconciled:** IT infrastructure invoices for external contractors, including receipt verification and payment processing.

**Education**

Montgomery College – General Studies