

September 26, 2017

Mill Steel Company
5116 36th Street SE
Grand Rapids, Michigan 49512
800-247-6455

To whom it may concern,

I am submitting my cover letter and resume to express my interest in the Sales Support Administrator opening. I am a highly qualified individual whose drive, determination and experience in business operations and management would make a great addition to your team.

I have had the opportunity to manage and excel in many different areas of expertise. My knowledge and experience stems from small business management to international project management. Communication and interaction with different types of businesses and various individual personalities is my specialty.

I am seeking a long-term career in the Grand Rapids area and believe that Mill Steel Company would be a great opportunity. My desire to relocate my professional experience to Grand Rapids is due to my desire to be in proximity of my soon to be husband.

Thank you in advance for your time and consideration.
Sincerely,

Sarah J Gensler
(815) 931-9305

Sarah J. Gensler

1740 Redbud Lane
Lansing, Michigan 48917
Cell Phone: (815) 931-9305
Email: sarahgensler@yahoo.com

CAREER OBJECTIVE

I am seeking a high paced, high impact Management Position with a company that can support my drive and determination, along with opportunities to challenge and expand my own capabilities.

PROFESSIONAL EXPERIENCE

Beck's Trailer SUPERStore & Service Center
General Manager
May 2016 to Date

Saint John's, Michigan

Beck's Trailer SUPERStore & Service Center is one of the Nation's Largest Trailer Dealers. With more than 1,200 trailers on 45 acres, Parts, Service, and 14 Sales Team Members, Beck's is an elite independent retail trailer store.

Beck's Trailer SUPERStore & LEGEND Mfg. are owned by the same family, so when Beck's General Manager gave notice at the end of April 2016, the owners requested I fill the newly developed void. To date, I currently manage six departments, \$5 Million in inventory, and administer all company policies and procedures.

LEGEND Manufacturing
Inside/Outside Sales & Production Tracking
December 2013 to May 2016

Alma, Michigan

LEGEND Mfg. is a premium cargo, ATV, snowmobile, and utility trailer manufacturer. My job as Inside/Outside Sales was to research, contact, educate, and develop new LEGEND Dealers. Traveling the U.S. & Canada, maintained and enlarged our dealer network with dealers stretching from Idaho to New Brunswick and Toronto to Kentucky. I worked trade shows, trained dealers staff, quoted products, and entered/tracked orders. A Production Tracking position brought me off the road to assist with the internal scheduling/tracking of production while still maintaining my dealer network.

Sarah J. Gensler

PROFESSIONAL EXPERIENCE (Continued)

Champ's Supplements, LLC

Ithaca, Michigan

Operations Manager and Sales & Marketing Manager
April 2013 to October 2015 – SOLD Company

Champ's Supplements was a new deer mineral supplement company that mixed and sold minerals for the Hunting Industry. While with the company, I promoted, marketed, and managed the operations of Champ's to get the company going. I developed a dealer listing, wholesale distribution, television and magazine advertisements, social media, trade show opportunities, and overall business structure.

Kelly Aerospace Thermal Systems, LLC

Willoughby, Ohio

Consulting – September 2012 to March 2013

Kelly Aerospace Thermal Systems is a leading aerospace company that installs factory and aftermarket air conditioning and Delce systems for GA Aircrafts and Military R&D. At the start of 2012, the Alabama based corporate office removed all upper management at their Willoughby, Ohio location. With the hopes of cleaning up the overall operations at this location, I was contacted in August of 2012 to get the company reestablished. My job was to restructure the Willoughby location department by department (Accounting, Inventory, Sales, Installs). I redeveloped layouts, procedures, and trained staff to oversee the new positions.

GBGI, Inc

Chardon, Ohio

Inventory Control Manager and Sales & Marketing Manager
July 2010 to April 2012

As Inventory Control Manager, my responsibilities involved creation of an inventory control system within the company that ranged from receiving customer orders, scheduling production, ordering inventory, scheduling assembly, to final shipment. Additional responsibilities involved setting up inventory locations, staging locations, development of an Employee Floor Guidelines manual, Assembly Lead & Assembly Backup Guidelines manuals, write a full GBGI, Inc Inventory Handler Guideline manual and the training of supervisors and personnel in the implementation of the new system and procedures.

As Sales & Marketing Manager, my duties were to educate, promote and establish relationships with US and Canada based agricultural equipment manufactures on the products and capabilities of GBGI, Inc. During my time, I established direct working relationships with the purchasing and engineering departments of companies such as: Great Plains, Landoll, Kuhn North America and several others. In addition, I also established a presence within the Farm Equipment Manufacturers Association (FEMA) by setting up and attending trade shows, producing marketing materials and publishing magazine and web based advertisements.

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PROFESSIONAL EXPERIENCE (Continued)

Kelly Aerospace Thermal Systems, LLC

Willoughby, Ohio

Corporate Support Assistant and WTIPS International Installations Manager
July 2008 to June 2010

During my time at Kelly Aerospace Thermal Systems, LLC, Thermal Systems Division, my duties included computer generated data entry, accounts payable, review of engineer drawings and Bill of Materials to ensure FAA compliance, inventory management and oversight of kit sales and installation.

While with WTIPS Division, I had the privilege of working with multicultural individuals in remote isolated environments. Traveling to Sweden, I managed and trained Swedish work teams on the installation of the Kelly Delce System, heater foils and running of electrical components.

Levin Tire Center (Independent Goodyear Facility)

Matteson, Illinois

Sales/Service - December 2005 to July 2007

While at Levin Tire Center, an independent Goodyear facility, my duties ranged from answering and transferring calls on a multi-line phone system, customer service, sales, scheduling, research and pricing of automotive parts, tires and service. Additional responsibilities included arranging and presenting displays and program advertisement, oversight of national and wholesale Goodyear accounts, inventory management and communicating new products, promotions and forecasted market fluctuations to customers.

Auto & Tire Clinic of Eagle River, Inc (Independent Goodyear Facility)

Eagle River, Wisconsin

Office Manager and Sales & Marketing
October 1999 to November 2005

As office manager of Auto & Tire Clinic, my duties included answering and transferring calls on a multi-line phone system, customer service, research and pricing of stock and specific jobs. Additionally, I was responsible for the scheduling, sales and repair estimates, inventory management, marketing, accounts payable/receivable, payroll, overall accounting duties and oversight of up to six mechanics.

Sarah J. Gensler

BUSINESS REFERENCES

Beck's Trailer SUPERStore & Service Center

www.beckstrailerstore.com

Owner: Nathan Beck

7607 North US-127

Saint Johns, Michigan 48879

Work Phone: (989) 224-6825

Cell Phone: (517) 937-9203

LEGEND Manufacturing

www.legendmfginc.com

Owner: Jason Beck

7945 North Alger Road

Alma, Michigan 48801

Work Phone: (989) 227-0800

Cell Phone: (517) 719-8466

GBGI, Inc

www.gbgiusa.com

President: Peter Casamento

125 Parker Court

Chardon, Ohio 44024

Work Phone: (440) 285-3840

Cell Phone: (440) 725-5409

Kelly Aerospace Thermal Systems, LLC

www.kellyaerospace.com

Director of Operations: Walter Dodge

1625 Lost Nation Road

Willoughby, Ohio 44094

Cell Phone: (334) 224-0313

Auto & Tire Clinic, Inc

www.autoandtireclinic.com

President: Gary Valkenaar

322 West Pine Street – P.O. Box 787

Eagle River, Wisconsin 54521

Work Phone: (715) 479-9185

Sarah J. Gensler

PERSONAL REFERENCES

Cameron Orr, Technical Sales Specialist/Manager Warewash Quotations

Hobart Service

www.hobartservice.com

701 South Ridge Avenue

Troy, Ohio 45374

Cell Phone: (937) 242-5748

Ellsworth Wolf, Territory Manager

Atlas Tube; JMC Steel Group

www.atlastube.com

1855 East 122nd Street

Chicago, IL 60633

Cell Phone: (773) 251-8562

Larry Steel, President

Viewpoint Window Works

www.viewpointwindowworks.com

9614 Cypress Avenue

Munster, Indiana 46321

Cell Phone: (219) 781-9614

PERSONAL INTERESTS

I am all about the Great Outdoors! I am an Avid Hunter and Golfer. Travel has always been an enjoyment of mine. I have traveled personally as well as for work. International travel has been for both business and leisure. Photographs by Sarah was a hobby, turned side job, when I lived in Illinois. I would photograph Weddings, Sporting events, Family gatherings, Seniors, children, and families. Fishing, snowmobiling, skiing, snowboarding, volleyball, cooking, and baking make the list of who I am as well. I am an extremely dedicated and loyal individual. I strive to educate and provide for others.