

PATRICIA BOHORQUEZ

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Objective:

A position in medical sales. I have a significant experience in medical sales. I am extremely motivated, an excellent communicator, good problem-solver, and results-oriented with a proven ability to manage and increase efficiency within the work environment. I am easy to get well with others. Also have a great experience as administrative assistant with strong organizational skills.

Education:

BS in Psychology - Catholic University of Guayaquil, Ecuador – 1982

Skills:

Bilingual – Fluent in English and Spanish

Microsoft Office – Word, Excel, Outlook Express, Syspro UPS Fedex Shipping Programs.

Professional Experience:

Imaging Associates, Inc. – Miami, FL 2004 – SEP 2016

Sales Representative ultrasound equipment & ultrasound supplies and accessories – 2014 - SEP 2016

- Establish a strong relationship with customers and follow up with orders.
- Provide quotes to customers for portable and stationary ultrasound machines and parts including GE, Phillips, Sonosite, Medison, etc.
- In charge of international sales of new and refurbished ultrasound system to international countries.
- Prepare documents for export, schedule and coordinate shipments.

POSITION CHANGED

Sales Representative of Ultrasound Supplies and Office Manager - 2005 - 2014

- Handling domestic and international sales of Sony, Mitsubishi, Panasonic and Parker products for the Miami's office.
- Increase of sales adding new customers while maintaining existing accounts by providing an excellent and prompt quality customer service from initial greeting through completion of orders.
- Prepare international documents to export cargo overseas and coordinate shipments with freight forwarded companies and shipping companies.
- Help to coordinate a medical convention tradeshow once a year notifying clients of this event, preparing work material, special promotions and follow up with new customers to increase our list of clients.

POSITION CHANGED

Administrative Assistant - 2004-2005

- Perform a variety of administrative task including filing, mailing ordering supplies. Handle of petty cash, prepare bank deposits.
- Provide support to sales team in processing of all credit card transactions, run orders reports, allocate payment to pending orders, invoicing.
- Provide quality service to walking and over the phone customers when inquiring about status of orders or availability of products.
- Collection calls or e-mails on past due accounts.

Sales Representative/Administrative Assistant - 2000-2004

USA Trading, Inc. – Miami, FL

- Prepare quotes in order to purchase products and resale to international companies.
- Perform a variety of administrative task including filing, mailing ordering supplies.
- Handle of petty cash.

Sales Representative and Administrative Assistant/Credit Card Account Representative - 1998 - 2000

VASP BRAZILIAN Airlines – Miami, FL

- Bank Reconciliation for VASP, LAN and Ecuatoriana Airlines.
- Verification of Daily Sales Report and Credit Card Sales for all locations.
- Prepare documentation to pay commission to Travel Agencies.

Secretary-Credit and Traffic Dept. – 1993 - 1998

Sherry Manufacturing Co. – Miami, FL

- Handle and type all forms and customer letters.
- Credit Verification on new customers and run of Aging Reports.
- Handling and coordination of all shipments.

References Available Upon Request