

Tamala Randolph

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EDUCATION

A.S.		Business Administration	Spartanburg Methodist College	1996
B.S.	3.25 GPA	Business Management & Computer Science	North Greenville College	2000

CAREER SKILLS/KNOWLEDGE

General management	Excellent Organizational Skills
Finance/administration	Strong Customer Relations/ Problem Solving
Strategic planning	Computer Proficiency
Financial planning and analysis	Data Entry
Seminar Presentations	Meeting Coordinator
Multi-tasking	Human Resources
Travel	Word Processing & Typing
Risk management	Strong Sales Support skills
Training	Budgeting/accountability
Human Resources	Excellent Research Skills
Knowledge of State law and regulations for cemeteries (NC and SC)	Knowledge of Shipping and Customs regulations

CAREER EXPERIENCE

Stonemor Corporation 2/07- present – South Carolina

Area Administrator for South Carolina 02/09- present

- Manage the South Carolina Locations (12 in all) to make sure they are following company procedures.
- Check all locations to be sure they are compliant with all SC laws and regulations
- Hire, terminate and train staff for all locations in SC
- Conduct audits on all assigned Southern Region locations
- Department Liaison- Work with all departments (administration, sales and maintenance) for management of each location.

Location Administrator for Frederick Memorial Gardens and Good Shepherd Memorial Park 02/07-02/09

- Process all location contracts, order markers and handle all office duties for location
- Keep up and maintain all lot books, files, and property cards for location

Mariplast North America 05/03-10/06 Greer, SC

Customer Service Representative/ Office Assistant

- Handled shipping for International Companies, including Customs, and inspections

- Handled all office duties for entire office as only office personal

Catawba Falls Preserve 08/02-03/03 Asheville, NC

Customer Service Representative/Office Manager

- Met with developers, scheduled all improvements on the land, and compliance of state laws.
- Handled all office duties as office personal

Service Corporation International (SCI) 02/97-08/02 Houston, TX

dba Team Carolina Office China Grove, NC 07/01-08/03

Area Sales Director Administrator

Directly assisted District Manager in handling all Travel, Operations, Finances and Communications.

- Centralized handling and daily operations of 17 locations

dba Woodlawn Memorial Park Greenville, SC 02/97-07/01

Sales and Operations Administrator

Directly assisted location management in all daily operations.

References

Mary Puryear	██████████
Cindy Kendrick	██████████
April Seymour	██████████