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**March 2009-October 2009**

**Specialty Container Sales**

**Owner**

Performed every aspect of self employed business including Sales, Marketing, hiring, purchasing, shipment of materials, billing customers, scheduling of events and conferences, as well as providing excellent customer service and support. Cold called business prospects, prepared proposals and bids, formulated cost analysis, set up delivery schedules, prepared and administered quality assurance procedures, coordinated production and delivery, and continued follow up contact with ultimate users. Customers included DOE and Nuclear Facilities.

**September 2008-February 2009**

**ReNuke**

**Lead Recruiter**

Recruited candidates to fill specialty engineering positions for the Commercial Nuclear and DOE Industry. Worked closely with candidates to screen, build rapport, evaluate skills sets and match candidates with open positions needed by clients. Exhibit strong negotiating and closing abilities by establishing salary, bonuses, per diem, expenses and start dates. Worked with and helped build database by using several web based sources as well as referrals. In charge of setting up Job Fairs which included Marketing, Advertising and recruiting future candidates.

**April 2003-September 2008**

**Specialty Container Sales**

**Owner**

Performed every aspect of self employed business including Sales, Marketing, hiring, purchasing, shipment of materials, billing customers, scheduling of events and conferences, as well as providing excellent customer service and support. Cold called business prospects, prepared proposals and bids, formulated cost analysis, set up delivery schedules, prepared and administered quality assurance procedures, coordinated

production and delivery, and continued follow up contact with ultimate users. Customers included DOE and Nuclear Facilities.

**March 2001-February 2003**

**Knox Material Handling**

**Sr. Account Executive**

Cold called business prospects, purchased and ordered Material Handling and packaging for Nuclear Waste. Prepared proposals and cost analysis for potential Nuclear Facilities and DOE customers. Scheduled, set up and manned company booths and displays for regularly scheduled industry trade shows and conferences.

**August 2000-March 2001**

**Birch Telecom**

**Account Executive**

UNEP reseller. Resold Bell South POTS lines. Prospected and cold called by phone and or in person explaining the benefits of Birch. Prepared cost comparisons and proposals for small to medium companies.

**February 1998-July 2000**

**Manpower**

**Staffing Specialist**

Interviewed, hired and staffed applicants for major Corporations. Set up Corporate accounts. Scheduled and coordinated training for applicants. Supervised and monitored employee attendance. Outside sales.

Skills and Personal Attributes: Proven experience with multi faceted tasks. Extensive experience with direct client contact, prospecting and recruitment of people, as well as customer service, public relations and marketing. Leadership and sales abilities, creative, quick learner, personable, energetic, self motivator, organizer and works well with others.

Achievements: Fast starter award with Birch Telecom, plus top three performer. Exceeded monthly quota for each month. Increased business and received cash bonuses.

Education:

Graduated- Granite City North – Granite City, IL

Graduated- Granite City Business and Technical School

References furnished upon request.