**[Customer Service Business Development](https://www.postjobfree.com/resume/adyxme/customer-service-business-la-follette-tn)**

**Location:**La Follette, TN, 37766

**Posted:**August 14, 2023

**Contact Info:**

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**Resume:**

Billie Russell - Page 1 of 2

Billie Jean Russell

865.337.9776

billiebjr@aol.com

Lafollette, Tennessee 37766

Cathcart Rail - Remote Recruiter (October 2022 to present); I recruit for over 20 Field Services and Rail Services across the United States. Place ads, screen applicants for desired skills and background, schedule interviews with hiring managers, make job offers, initiate drug screening using Rail Tasker and background checks using People Facts.

Pertinent Experience in Staffing

Wise Staffing (Staffing Specialist)

Kelly Staffing (Staffing Specialist)

BurWil Construction – Knoxville, TN

Administrative functions of the construction office, bids, project administration, collaboration with bidders; architectural firms, etc. McCloud Mountain Restaurant & Resort – LaFollette, TN Customer service: Friendly and professional customer service, answering multiple phone lines, hotel and restaurant reservation management including payment processing, special group events, onsite key management for owners.

Campbell County Government

Administration, grant management, point-of-contact for State of Tennessee, TVA, Appalachian Regional Commission, and companies, respond to RFIs, phones, scheduling, community meetings.

Oak Ridge National Laboratory

• Business Development Associate

Responsible for administrative functions of the HTML Research Program; proposal management, tours, special events, conference/tradeshow exhibits Billie Russell - Page 2 of 2

Education:

Bachelor of Science in Business Marketing, University of Phoenix Tennessee Basic Economic Development Workshop

GSA/Microsoft Office Leading with Emotional Intelligence Disney Approach to People Management

Leadership Campbell County

Procore Construction Certification

Software:

Staffing software including Pay Com, People Facts, Form Fox, Avionte ATS, Microsoft Office, SharePoint, Smart Sheets, Zoom, Teams, Rail Tasker, HRIS, I-9, assessments

Business development, teambuilding.

Construction Software/Management: Sage, PlanGrid, Isqft, Procore, Contract Manager