

KYLA CONLEY

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SUMMARY

Transitioning into a new career in talent acquisition through combining a passion for creating first-rate client experiences and data driven project management skills. Seeking to be a catalyst in building impactful teams at a dynamic company and provide economic empowerment for outstanding talent. Equipped with 5+ years of proven experience in cross functional collaboration, problem solving, excellent customer service, and process improvement

EXPERIENCE

MCKESSON CORPORATION

ASSOCIATE PRODUCT MANAGER – STRATEGIC SOURCING

February 2015 – August 2017

- Managed 50+ highly confidential supplier relationships through implementing strategic sourcing strategies and tracking product portfolio activity and supplier transitions
- Point of contact for trouble-shooting both supplier-level and product-specific issues, interacting directly with upwards of 150 suppliers and internal cross functional teams (operations, analytics, program managers)
- Utilized Salesforce.com and product management software system to manage and implement sourcing strategies for 7000+ products
- Created test cases for IT team to enhance and improve product management software system
- Collaborated with senior leadership and cross functional leadership (finance, sales, operations, IT) to identify operational issues, develop strategies and implement process improvements as needed

VERA BRADLEY

TEAM LEAD MANAGER

December 2010 – April 2015

- Coached a team of 20 associates to exceed sales goals by cultivating customer relationships and create repeat clientele
- Engaged customers by utilizing consultative selling techniques, building relationships and consistently exceeding customer expectations which led to a consecutive 3-time annual award -“Store that provides best customer service”
- Partnered with retail locations within regions to implement strategic initiatives to increase store traffic

CLEAR CHANNEL OUTDOOR

ADMINISTRATIVE ASSISTANT

July 2014 – February 2015

- Data Management including campaign contracts and maintenance requests
- General administrative duties; including multi-line switchboard, greet customers, and vendors
- Manage Concur expense reports for 2 vice presidents

YELP, INC

ASSOCIATE ACCOUNT EXECUTIVE

February 2014 – July 2014

- Managed the full sales cycle to obtain new business: cold called and qualified small businesses, assisted decision makers identify advertising program that best fit their budget and needs
- Used Salesforce.com to develop leads and managed 150+ businesses across all verticals in 3 national territories

LIBERTY MUTUAL

SENIOR UNDERWRITING SUPPORT ASSISTANT

October 2009 – January 2014

- Simultaneously implemented and maintained multiple process improvement projects to improve and simplify departmental productivity resulting reduced annual spend by 10%
- Supervised a team of 15 insurance assistants; delegated workflow to prioritize tasks in order to meet SLAs and exceed KPIs and client expectations
- Trained team and cross functional departments on updated workflows and proprietary software enhancements

Key Competencies

- Extensive experience with Salesforce, Google Suite, Microsoft Office, SAP, SharePoint
- Detail-Oriented with strong written and verbal communication skills
- Skilled at learning new processes and technologies quickly
- Highly organized with the ability to multi-task and prioritize a high volume workload in a fast-paced environment

EDUCATION

Bachelor of Science, Sales and Marketing • Tuskegee University, Tuskegee, AL