Elena Sevilla

360-232-2140

elena.sevilla@westrock.com

Dear Human Resources:

Please consider my résumé for the Buyer position in Chehalis WA. I have 10+ years of professional administrative experience with a heavy focus on inventory management, sales support and customer service.

My current position as a Customer Service Representative III with Westrock requires me to perform duties like coordinating machine schedules and other supply chain focused responsibilities, as well as organize meetings and events for internal and external clients. We are empowered to conduct most outside correspondence with both our vendors and customer’s, drafting all formal quotations, price change announcements, and inventory reporting.

I welcome the opportunity to discuss how my knowledge, skills and abilities meet the necessary qualifications for this position. Please feel free to contact me at the phone number above or via email to schedule an interview at your earliest convenience.

Sincerely,

Elena Sevilla