

Calgary, Alberta
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Scott R. DeCoste

Objectives

Build a purchasing career within an organization by adding to their success while increasing the bottom-line as I pursue my CPP designation. Work in an environment applying my extensive people-skills and sales knowledge to select vendors to supply the best value products for a given project.

Skills & Accomplishments

Enjoy working closely with a team and clients to foster working relationships that exceed expectations. My passion for working with people has allowed me to interact with and build long-term professional relationships. In the last 5 years I have designed and presented training programs, information sessions and product releases to large audiences. Above average troubleshooting skills allow me to quickly solve complex problems while working under pressure. This skill in troubleshooting has resulted in my impeccable focus to detail and analysis.

Work Experience

Web Marketing - Contract

M-Tech Information Technology Inc., Calgary: January – March 2005

Worked closely with the graphic design team to design and implement a new corporate web site consisting of 7000+ pages of content. Maintained and developed strategies for corporate advertising through pay-per-click advertising and worked with new lead generation tools to increase sales. Setup Webex webinars to demonstrate current products and concepts to both current and prospective clients.

Sales Associate - Contract

John M. Fisher & Associates, Calgary: March – September 2004

Responsible for building rapport with key contacts in organizations to assess what challenges they face and match them with appropriate Dale Carnegie Training® Courses. Made appointments with potential clients and conducted workshops to give candidates a better understanding of how we could work with them to get better results. Graduate of and class leader for The Dale Carnegie Course® and The Sales Advantage Course®.

Trainer & Technical Support Analyst

Envista Technologies Inc., Calgary: March 2003 – March 2004

Worked closely with documentation team to produce training materials for international clients and executed training over Webex. Resolved client's software and hardware issues to ensure their satisfaction using the company's Environmental Database Management System. Attended trade shows with sales team to demonstrate product and answer any technical questions.

Trainer & Technical Support Specialist

Wireless Matrix Corporation, Calgary: July 2001 – March 2003

Designed training course, manuals, and taught new clients to use IPAnywhere software on a Wide Area Wireless network. Supported and troubleshooted the flow of real-time data from remote locations both nationally and internationally. Creatively solved issues and developed processes to more efficiently deal with ongoing tasks.

Business Support Specialist

Quorum Information Systems, Calgary: September 2000 - May 2001

Effectively worked as a team member to support Automate; a General Motors approved Dealership Management Software (DMS), by providing solutions to end-users of the software, handling programming issues, and communicating ideas for enhancement to the development team. Performed software testing for new versions prior to beta site testing, resolved issues within a terminal/server environment and assisted in developing the Customer Prospecting area for the software to meet GM approval.

Technical Skills

Excellent Knowledge: Windows XP/2000/NT/98/95, Microsoft Office 2003, Lotus Notes, Remedy, Salesforce, Webex, Wireless Networking

Working Knowledge: WAN, LAN, Citrix, Oracle, SQL, Simply Accounting, HTML, ACT!, Adobe GoLive, Heat

Education

The Sales Advantage Course[®], Student/Class Leader: February – March 2004

The Dale Carnegie Course[®], Graduate Assistant: April – June 2004, March – May 2003, Sept - December 2002. Student: July – September 2002

Bachelor of Arts

St. Francis Xavier University, Antigonish, Nova Scotia

September 1994-May 2000

Extra Curricular Experience

Resided and traveled extensively in Western and Eastern Europe as well as Southeast Asia. Believe that by understanding other cultures I can become more of an asset in my own country as increased multiculturalism is changing the face of business today. Enjoy hiking, hockey, in-line skating and volunteering as a Team Captain for The Canadian Cancer Society Relay for Life.