

MATTHEW J. NORRIS

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Profile

Current stay-at-home dad with previous experience in outside and inside sales. Previous remote worker, with adept ability to work independently and part of a team. Humble work ethic developed through two postgraduate years of full-time service.

Professional Experience

Telephonic Account Executive - Remote

May 2020-December 2021

LexisNexis – Legal & Professional, Dayton, OH

- Solutions consultant for small law firms, tailored individual plan for unique needs of customer
- Prospected and cold-called territory; Owned entire sales process from prospecting to closing
- Demoed possible solutions from suite of products, closed and negotiated price and term
- Used Salesforce CRM to effectively manage pipeline; Used creative means to engage customers
- Territory responsibility grew during tenure; November 2021 ended with best AOV month in career

Account Manager

April 2017-May 2020

Lamar Advertising/Interstate Logos, Denver, CO

- Marketed and sold interstate logo advertising through outside and inside sales
- Managed current accounts, including annual renewals
- Verified compliance of businesses; Inspected & audited outdoor structures annually
- In Q1 2018: Had the highest raw number and percentage growth at Interstate Logos

Seasonal Operations Administrator

September 2016-April 2017

Amazon.com, Inc., Denver, CO

- Assisted HR in management of 600 employees, 500 seasonal in sortation warehouse facility
- Enforced company policies, promoted and contributed to efficient and effective work environment
- Assisted in presenting new policies and procedures to employees through presentations

Program Coordinator

July 2015-July 2016

Jesuit Volunteer Corps Northwest, Portland, OR

- Interviewed and screened applicants; Effectively marketed JVC NW mission and values
- Supervised and supported cohort of volunteer communities throughout Montana
- Managed and planned retreats; Worked with partner agencies to ensure needs were met
- Traveled extensively, worked independently adhering to strict budget

Postgraduate Year of Service

Basic Services Staff

August 2014-June 2015

St. Francis Center, Denver, CO

- Served in an eleven month, full-time position through the Colorado Vincentian Volunteers
- Provided daily assistance and services to 850 plus individuals experiencing homelessness
- Mediated conflict between individuals experiencing mental/emotional stress
- Assisted in managing and training new staff members and volunteers

Program Assistant

August 2012-June 2013

One Million Degrees, Chicago, IL

- Served in an eleven month, full-time position through Amate House
- Provided academic, professional, and personal support to students of low socioeconomic status
- Counseled diverse cohort of first-generation college students

EDUCATION

St. Edward's University, Austin, TX

May 2012

Bachelor of Arts in Sociology, Minor in Psychology