



Kaylee Bordelon

Executive Assistant, Sales Enablement

BACKGROUND SUMMARY

Kaylee Bordelon is an experienced, results-driven professional with a background in HR Management and Software Sales. She has strong skills in communication, organization, and relationship building, understanding and supporting client needs with effective sales strategies.

EXPERTISE & ACHIEVEMENTS

- **Boosted sales numbers** by diligently tracking and analyzing trends to identify strategic opportunities
- **Successfully managed employee relations issues**, including conflict resolution and disciplinary actions.

PROFESSIONAL HIGHLIGHTS

Software Sales and Human Resources: As an Account Executive for a payroll software provider, Kaylee developed successful strategic sales plans, balancing company demands, customer knowledge, and competitor expertise to differentiate products and maximize revenue. She boosted sales numbers by diligently tracking and analyzing trends to identify strategic opportunities and effectively demonstrating the software's features and benefits to each specific client. During her tenure in Human Resources Management, Kaylee organized and conducted orientation sessions, job skills training, and employee development initiatives. She successfully and professionally managed employee relations issues, including conflict resolution and disciplinary actions.

SELECT EXPERIENCE

Account Executive
Human Resources Generalist

CORE COMPETENCIES

Payroll Processing
Recruiting
HR Policies
Sales Strategy