



## **Ally Mills**

National Account Coordinator

### Education

Northern Illinois University 2012, Business Administration

### Professional Experience

- KDI Design October 2015 to Present; National Account Coordinator
- Victoria Larson Allstate February 2014 to October 2015; Licensed Account Representative
- KDI Design August 2013 to February 2014; Project Coordinator
- Castle Bank June 2011 to May 2013; Retail Services

### Professional Capabilities

- Create and Manage Project Proposals, Purchase Orders and Invoices
- Track Vendor Acknowledgements and Delivery Dates
- Schedule and Coordinate Installations
- Customer Relations and Vendor Communications
- Maintain Internal/External Project Records and Status Reports

**KDI**

COMMERCIAL INTERIORS AND FURNISHINGS

427 NORTH KIRK ROAD, SUITE #101 | GENEVA, IL 60134 | 630.208.8822 | KDIDESIGN.COM