

## PEGGY E. COST

103 E. Pittsburgh Street  
Delmont, PA 15626

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### SUMMARY

A personable, dependable, dedicated professional with a diverse and versatile background that ranges from invoicing, contract control, buyer, inside/outside sales, customer service/support, marketing, bid clarification, field assistance, forecasting, accruals and budgeting expenditures. Goal oriented individual, self-starter with additional strengths including: Excel, Word and SAP.

### QUALIFICATIONS

- Initiated correspondence and communications with vendors to correct or clarify billing problems and contract questions.
- Interpreted, analyzed and compared monthly expenditures to the latest cash budget forecast flow records.
- Prepared and provided cost estimates, comparisons and analysis to buyers.
- Lead financial portion of weekly sales meetings to inspire, educate and address new financing products.
- Provided pricing, delivery and product information to customer network.
- Coordinated documentation and detail from borrower to comply with lender guidelines.
- Maintained records to substantiate client/vendor files.
- Collected and provided accruals, payments, reconciliations, invoice reviews and cash forecasting for the TrAIL Project valuing over \$100 million per month.
- Designed/developed/purchased/marketed and sold specialty products.

### EMPLOYMENT HISTORY

Allegheny Energy/FirstEnergy, Greensburg, PA <b>Project Assistant (AP Finance – Transmission Expansion)</b>	2008-2011
<b>Cash Forecaster/Construction Analyst</b>	1990-1996
<b>Invoice Control Clerk</b>	1975-1990
Knots & Treadles, Delmont, PA <b>Owner, Buyer, Product Development, Instructor</b>	1980-2008
Zales, Greensburg, PA <b>Sales Associate</b>	2008
Helzberg Diamonds, Greensburg, PA <b>Sales Associate</b>	2007-2008
BP Insurance, Inc., Nationwide Insurance, Ligonier, PA <b>Agency Development Specialist/Property &amp; Casualty License/Notary Public</b>	2006

The Closing Specialists, Ligonier, PA <b>Closing Coordinator</b>	2005-2006
Wal*Mart, Uniontown, PA <b>Manager Trainee</b>	2005
Pennsylvania Preferred Mortgage Company, Inc., Pittsburgh, PA <b>Renovation Specialist &amp; Mortgage Consultant</b>	2004-2005
Wells Fargo Home Mortgage, Inc., Greensburg, PA <b>Renovation Specialist</b>	2002-2004
Timken Latrobe Steel, Latrobe, PA <b>Order Fulfillment Coordinator - Air Melt /Vac Arc Steel Sales</b>	1999-2001
North American Mortgage Company, Pittsburgh, PA <b>Customer Support Representative – Secondary Marketing – Northeast Section</b>	1998-1999
Howard Hanna Financial Services, Pittsburgh, PA <b>Regional Finance Manager – Allegheny Valley and Armstrong Offices</b>	1996-1997