



## **LAUREL A. CEGLAREK**

### **Sales Coordinator**

Laurel Ceglarek is a Sales Coordinator at AbsolutAire. In her position, she is responsible for handling administrative duties for the sales department. These include project quotation follow-up, maintaining files and records, and working with and assisting the sales reps in their use of AbsolutAire's online pricing and quoting software, AbsolutWaire. In addition, Laurel is training with the sales department to begin project pricing and quoting. She is also working with Jack Sr. to explore new and more creative marketing ideas for the company.

Laurel joined AbsolutAire in 2010 as a temporary employee, filling in as needed in a wide variety of administrative roles. Laurel became a full-time member of the company and assumed her position as Sales Coordinator in mid-March, 2010. Prior to joining the company, Laurel held a variety of customer service and reception positions during her college years.

Laurel graduated with honors in December 2009, earning a Bachelor of Arts degree in English from Michigan State University. In her three-and-a-half years at Michigan State, Laurel took numerous writing and literature courses, as well as several communications classes as a separate area of study.

A lifetime area resident, Laurel currently lives in Kalamazoo. She enjoys spending time with family and friends, cooking, reading, playing tennis, and other outdoor activities in the summer and fall.

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