

John Smith

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(555)-555-1212

SUMMARY OF QUALIFICATIONS

- Proven Sales Leader and Operations Manager
- Develops Profitable Sales Contacts/Networks
- Strong Communication Skills as Manager
- Proficient in Providing Employee Training
- Strategic Planning - Logistics
- Expert at Developing and Generating Sales
- Creative Management & Business Background
- Negotiating (Freight & Outside Vendors)

PROFESSIONAL EXPERIENCE

Springfield Building Products Operations Manager

Springfield, IL
2006 – Present

- Provide strong organizational leadership and active participation in Warehouse, Accounting, Inside Sales, and Operations that results in significant success in employee morale, productivity, and revenue.
- Consistently plan and manage all day-to-day operations, and reports status to management and corporate.
- Successfully negotiate and manage suppliers and vendor relationships to optimize win-win partnerships.
- Responsibilities includes: employee scheduling, training, performance reviews, recruitment, and termination.
- Monitor client service levels and makes recommendations for improvement to resolve client issues.
- Develop and executes a successful branch business plan with the establishment of strong relationships.
- Determine staffing levels and requirements; interviews, hires, and trains newly hired employees.
- Provide outstanding time management for employees, and creates innovative warehouse initiatives.
- Supervise the training and employee development to reduce turnover and enhance staff performance.

Springfield Building Products Warehouse Manager

Springfield, IL
2005 – 2006

- Responsibilities included: inventory control, shipping and receiving, and safety and hazardous training.
- Determined staffing requirements and interviews, hires, trains, and oversees newly hired employees.
- Designed scanning systems to support levels of warehouse materials to produce accurate count of inventory.
- Led training meetings directing Customer Service Representatives to modify purchasing control policies.
- Modified inventory assets control process while implementing the new Wasp scanning control system.
- Established and tested the new inventory management system using management control methods.

Springfield Building Products Inside Sales

Springfield, IL
2003 – 2005

- Increased sales faster relative to the rest of the company and was recognized by management.
- Cultivated client relationships with customer base and prospected for new customer opportunities.
- Provided superior customer service by servicing customer needs and addressing concerns in a timely manner.
- Performed equipment fleet management as well as offering outstanding customer service / sales staff support.

Springfield Siding and Roofing Warehouse Associate / Class-B CDL Driver

Springfield, IL
1998 – 2003

- Supervised warehouse operations, including: forecasting, inventory, purchasing, and quality assurance.
- Responsibilities included: inventory control, shipping and receiving, and safety and hazardous training.
- Ensured that all staff in the department were adhering to the company safety practices and procedures.
- Recorded inventory of loads making sure that they are delivered complete and in excellent condition.

EDUCATION

Springfield University - Bachelor of Science in Economics

2012

COMPUTER SKILLS

Proficient in Microsoft Office (Word, PowerPoint, Excel, and Access) and Internet. TREND ERP system.