

Your Name

Your Address

Marietta, Georgia 30066-1382

Home: (770) 591-xxxx

Cell: (770) 329-xxxx

Email: email@yahoo.com

Objective

Detail what position you are looking to find.

Summary

I am a management professional with experience in operations, logistics, transportation and customer service with a proven track record in sales, sales support, vendor performance and employee relations. Formidable background in:

- General operations
- Inventory management
- Transportation
- Presentations and public speaking
- Contract compliance
- Vendor selection
- Building relationships with customers and co-workers
- Project management
- Employee development and training
- Proposal generation
- Customer service

Experience

Advance Auto Parts, Inc.; Cartersville, GA/Marietta, GA **Sep 2002 - Present**
Assistant Store Manager/Sales Associate

Duties include inventory management, stock control, directing activities of employees, employee development and training, sales, audits, customer service and maintenance of facility. Managed day-to-day operations. Exceed sales goals each month. Focused attention on customer service and sales training for associates to attain maximum performance from staff.

Wildcat Arms Company, East; Marietta, GA **Dec 2001 – Sep 2002**
Owner (Self Employed)

Responsible for the day-to-day operations of privately owned business in all areas from purchasing, marketing, sales, administrative tasks, receiving, shipping, customer service, training, P&L, etc.

SunGard Recovery Services, LP; Alpharetta, GA **Mar 1996 - Dec 2002**
Manager (Assistant) Mobile Equipment and Operations

(Title within company “Senior Mobile Recovery Specialist”). Responsibilities included project management and execution, Department of Transportation (DOT) compliance, preventive maintenance (PM) program, employee training, vendor selection and vendor performance monitoring. Provided sales support to customers and internal sales organization through technical review of requirements and site visits. Scheduled,

planned and coordinated events and presentations, as well as generated estimates and proposals for mobile equipment deployments, throughout the United States and Canada. Interviewed candidates for divisional positions as well as positions in other departments.

- Directed disaster recovery efforts following hurricanes, ice storms, floods, tornadoes; facilitating communications between customer, vendors and service support personnel resulting in customers being “back in business” within hours of the disaster situation
- Performed product, technology and case history presentations to prospective and existing customers resulting in new and extended contracts in excess of \$5.5 million
- Monitored safety program for commercial (CDL) drivers that resulted in no violations of DOT standards. Trained all new CDL drivers.
- Managed tractor/trailer equipment PM program ensuring maintenance completed, along with special work orders. Conducted physical inspection and quality assurance (QA) checks of mobile data centers and workgroup office facilities prior to delivery from manufacturer, as well as after completion of repair and renovations.

United States Navy

Oct 1982 – Nov 1995

Material Officer; USS Abraham Lincoln (CVN 72); Alameda, CA Aug 1992 – Nov 1995

Fiscal/Logistics Officer; RNCF/1ST NCB; Gulfport, MS Aug 1989 – Jul 1992

Supply Officer; USS Butte (AE 27); Colts Neck, NJ Sep 1987 – Jul 1989

Responsibilities included financial management of budgets; inventory management of foodstuffs, medicines, ammunition, consumer goods, hazardous materials, repair parts and tools; personnel management and training; project management and coordination; and contracting.

- Directed tasking, scheduling, and training and performed personnel management functions for over 135 personnel resulting in retention and promotion of personnel, and selection to train new officers to attain similar results
- Maintained and managed inventory of over 60,000 line items with an inventory accuracy of 98.1%
- Established quality assurance department resulting in outstanding inventory, financial and personnel management controls as reflected by third party management assessment review
- Coordinated planning and execution of military training exercises at east and west coast locations involving up to 3,000 personnel from several states meeting all training, budget and operational goals

Education

Manchester College; North Manchester, Indiana
Bachelor of Science; History/Environmental Studies

Licenses/Certifications

Commercial Drivers License (CDL), Class “A”
Certified Business Continuity Professional (CBCP)