

NAME
Address
Address
Telephone

Professional Experience:

COMPANY

(Largest national distributor of industrial products • \$1.5B annual sales • 300 branches • 900,00+ customer base • 3 regional distribution centers • Strong customer service orientation)

Branch Manager	City, State (1988 to present)
Branch Manager	City, State (1987 to 1988)
Assistant Branch Manager	City, State (1986 to 1987)
Management Trainee	City, State (1986)
General Supervisor	City, State (1983 to 1986)
Counter Sales	City, State (1979 to 1983)

Achievements:

- Successfully managed two of company's largest branches, with sales of \$10.5M and \$12.5M respectively.
 - Increased sales from \$9M to \$10.5M and \$11M to \$12.5M in twelve month period at each branch respectively.
 - Developed and maintained \$400K+ budget for payroll and non-payroll expenses.
 - Recruited and directed staff of 33 in all phases of distribution, operations, and sales management.
 - Developed new credit procedure resulting in 5% improvement in receivables in six month period.
 - Supported in the revitalization of personnel training procedures and warehouse operations workflow.
 - Forecasted and improved inventory levels from \$1.1M to \$1.4M in three month period.
 - Increased customer service timely pick-up rate from 46% to 89% in three month period.
 - Negotiated trucker contracts with outside carriers.
 - Consistently exceeded sales and service level goals.
 - Annually commended during corporate branch audits.
 - Received President's Club Award.
 - Member of Supervisory Development Program Task Force.
 - Facilitator for Supervisory Development and Task Cycle Management training programs.
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Education:

UNIVERSITY

Bachelor of Science in Business Administration Candidate

COLLEGE

Business Coursework (1980 to 1984)

