

NAME

Address

Address

*Residence Telephone**Business Telephone*

Professional Experience:

PRODUCTS, INC.
General Manager

CITY, STATE
1986 to present

Plan and manage daily operations for this international manufacturer / distributor of chamois leather and redistributor of automotive cleaning products with \$1.7M in annual sales. Doubled sales within two years.

- **Direct sales programs through a network of independent manufacturing agents** - hire, train and evaluate reps; travel nationally to conduct sales presentations for key accounts; establish pricing policies; design new packaging and marketing programs.
- **Purchase raw materials** - locate vendors; negotiate contracts; schedule shipping dates; initiated "just-in-time" manufacturing re-purchase system; implemented inventory control system; established cost-effective international routing program for raw materials using customs brokers.
- **Oversee accounting / credit / collections processes** - streamlined the computerization of office functions including Accounts Receivable, Accounts Payable, General Ledger, and Order Entry on MBSI software; assist in preparing for quarterly audits; utilize Lotus 1-2-3 to create monthly budget and 5-year financial plan.
- **Direct manufacturing and R&D** - introduced several new consumer products; initiated "just-in-time" manufacturing procedures; performed production scheduling; researched new / used equipment and their efficiencies.
- **Negotiate bank financing** - researched / selected new commercial lender; changed from fully conforming asset-based financing to monthly reviewed financing; controlled \$750K line of credit.

Production Manager

1984 to 1986

Relocated production facilities to Caribbean. Installed equipment and hired / trained production workers.

COMPANY, S.A.
Production Assistant / Leather Processing Tannery

COUNTRY
1983 to 1984

COMPANY, LTD.
Production Worker / Leather Tannery

COUNTRY
1982 to 1983

Education:

COLLEGE
Bachelor of Arts in Economics

CITY, STATE
1982

UNIVERSITY
Associates Degree in Tanning

CITY, STATE
1983

References available upon request