**John Curtin**

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**PROFILE:** Enthusiastic, personable business professional with an aptitude for establishing trusting client relationships and attention to detail. Ability to increase business opportunities through outstanding client presentations, effective communication skills and a dedication to customer service. Confident in decision-making, analysis, and innovative problem solving; view challenge as opportunity. Team builder with superior oral and written communication skills.

**Work History**

**Independent Distributor**

RELIV INTERNATIONAL, Henderson, NV Nov. 2004 - Present

International direct sales nutritional food science company.

* Continually recruiting through successful networking strategies and promotional approaches.
* Builds rapport and trust with prospects and customers creating long term relationships.
* Mentoring traditional and non-traditional business builders in growing their businesses.
* Developed extensive international business.
* Earned multiple sales awards, trips, and bonuses.
* Created social marketing tools to help grow business - internet savvy.
* Comfortable working in cold, warm, and hot markets.

**Director of Information Systems**

ACADEMIC BOOK SERVICE, Cartersville, GA Jan. 2004 – Nov. 2004

Responsible for data center management, voice/data network, and process improvement initiatives. Provided leadership and guidance to 5-member IT team.

* Successfully upgraded application software and designed application to capture Book Show orders real-time reducing order delivery time by 30%.
* Initiated web site redesign for streamlined refurbished book ordering.
* Guided implementation of company-wide enterprise security strategy for network and hardware, disaster recovery, data protection, and endpoint protection.

**Senior Project Manager** / **Sales Account Manager**

DALY.COMMERCE, Atlanta, GA Apr. 2000 – Sep. 2003

Recruited to join this leading provider of e-commerce enabled ERP and financial application solutions to organizations based upon distribution and manufacturing expertise and a proven record of accomplishment for managing complex projects. Scope of responsibility is diverse and includes client management and business development, project management, business process analysis, developing implementation proposals and enhancement designs, training and support, and pre-sales consulting.

* Initiated web site redesign for streamlined refurbished book ordering.
* Managed several ERP software implementations and upgrades through entire project life cycle and displayed an exceptional record of executing complex projects cost-efficiently and on schedule.
* Produced a dramatic 70% time savings in order processing and shipping by directing the installation of an intracompany web site.
* Created significant improvements in customer service and vendor management through the introduction of a workflow module that identified critical states in normal processing.
* Performed as a pre-sales consultant; key responsibilities included delivery of overview and methodology presentations, survey discussions, discovery and implementation estimates, and proposal creation.

**Director of Information Systems**

US WOOD PRODUCTS INC/ALLIED PLYWOOD INC, Concord, MA Jun. 1975 – Oct. 1999

Responsible for managing voice, data and information technology for this $450-million-dollar business with 20 distribution centers and 2 manufacturing facilities located nationwide. Fully accountable for the overall vision and strategy of technology acquisition and integration. Managed a staff of up to 7 employees and up to 10 consultants with direct responsibilities for recruitment, interviews, hiring, task assignment, training, performance evaluations, and termination activities.

* Successfully instituted and administered complete Help Desk operations to support company software, hardware, and business procedures for 450+ end users. Consistently received high evaluation marks for support from the user community.
* Facilitated the redesign of company WAN/LAN system resulting in a 30% cost savings; executed the relocation of corporate data center without the hindrance of unscheduled down time.
* Contributed significantly to company cost control by designing and coding an inventory planning and management system that was instrumental in allowing buyers to improve inventory turns by 25% and reducing dead inventory by over 50%.
* Spearheaded an overhaul of the production planning process netting a 30% improvement in total throughput; streamlined the sales order entry system to reduce overall processing time by 25%.
* Evaluated and introduced an electronic cash application module that reduced user intervention by 70%.
* Directed a cross-functional team in the revamp of warehouse layout and procedures that led to a reduction in pick times by over 15%, and damaged inventory by over 50%.
* Conducted ‘due diligence’ process with four companies and administered the integration of their business operations and legacy systems.
* Instigated the development of a business policy and procedures manual.

**MIS Manager** (1978 –1994)

**Operator / Programmer Analyst** (1975 - 1978)

**EDUCATION**

Control Data Institute - Programming & Information Systems Management (1975)