

Henry Givens

Project Manager - Fleming Group

Chicago, IL
givenshenry@yahoo.com - (415) 724-4958

Highly motivated, dedicated and hardworking professional with over 32 years' experience in Sales and Operations Management. Strong background in Human Resources, project management and personnel management. Possess strong presentation, negotiation and customer facing skills. Demonstrate proven record of success in developing and implementing strategic plans which maximized sales and increased revenue. Demonstrates strong professional demeanor with proven ability to establish, maintain and foster client relationships. Proactive and results oriented with excellent interpersonal and communication skills and experienced in working with different teams and individuals at all levels from diverse cultural and socio-economic backgrounds.

WORK EXPERIENCE

Project Manager

Fleming Group - April 2014 to Present

Present and sell conferences to sr. level management, CEO and presidents and V.P.'s of Fortune 500 Companies. Generate leads and perform cold calling. Developed strategic plans and assist in the effective implementation of sales plan. Respond to client inquiries and concerns in a courteous and professional manner to ensure satisfaction. Establish, maintain and foster relationships with both new and existing clients to encourage new and repeat business opportunity.

- Successfully performed 200 to 300 cold calls to various companies.

President/CEO

Givens Enterprise - San Francisco, CA - 2003 to 2014

Served as Real Estate Investor, performed buy and sell of foreclosed properties. Assisted with mortgage finance. Generated lists of properties compatible with buyers' needs and financial resources. Scheduled and coordinated appointments to show homes to prospective buyers. Maintained communication with other agents, buyers and sellers, mortgage officers, title personnel and attorneys involved in the home buying and selling process. Presented purchase offers to sellers for consideration and negotiated contracts on behalf of clients. Coordinated property closings and oversaw signing of documents and disbursement of funds.

- Successfully guided homebuyers and sellers through the sale and purchase of properties.

Sales Representative

Phillips Chevrolet - Frankfort, IL - 2000 to 2003

Inspected automobiles, gathered information, highlighted features, compared and contrasted competitive models and demonstrated vehicle operations. Developed rapport and qualified buyers by identifying and matching customer's interests and requirements to various models. Established and maintained relationships with new and existing customers, responded to inquiries, recommended trade-ins, greeted drop-ins and provided information's regarding various sales campaigns and promotions. Negotiated price, completed sales or purchase contracts and closed sales by overcoming objections, explaining provisions and financing and delivering automobiles. Prepared reports and provided sales management information.

- Skilled at demonstrating automobiles by explaining capabilities, characteristics and features, explaining services and warranties and taking drives.

Manager

Radio Shack - San Francisco, CA - 1993 to 2000

Directed all aspects of store operations. Controlled inventory and motivated team to ensure company sales goals and quotas are achieved. Handle customer inquiries and complaints, provided resolution in a timely and professional manner to ensure satisfaction.

- Demonstrated ability to work independently and within a team environment.

EDUCATION**BS in Agriculture Animal Science**

Alcorn State University - Lorman, MS

ADDITIONAL INFORMATION**Core Competencies**

Organizational Leadership • Sales Management • Operations Management • Project Management • Marketing
• Strategic Planning Human Resource • Staff Management & Training • Customer Service • Problem Resolution
• Revenue Generation • Relationship Building