

Jon Kelly

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SUMMARY

Successfully drives organizational change through research, optimization and systems development. Experience conferring with employees and management to address problems with internal controls and procedures negatively impacting business operations. Focused on streamlining processes and maximizing resource utilization.

SKILLS

- Strategic planning
- Recordkeeping
- MS Office
- Documentation
- Project management
- Data entry

EXPERIENCE

Warehouse Manager, Oz Fulfillment, August 2015-Current
Dallas, TX

- Established and maintained good relations with customers, vendors and transport companies.
- Maximized warehouse efficiency by dispatching crews and coordinating optimal daily schedules.
- Planned and optimized warehouse work processes to improve fulfillment system efficiency.
- Managed, trained, and motivated temporary warehouse staff to meet tight schedules and demanding performance targets.
- Managed day-to-day shipping and receiving, overseeing more than 20 different businesses needs
- Managed vendor relationships to support supply chain and maintain product quality.

Inside Sales Team Lead, Id Systems Inc., January 2014-May 2015
Plano, TX

- Assessed, optimized and elevated operations to target current and expected demands.
- Developed sales plans with outside sales reps to successfully acquire new accounts
- Conferred with customers and engineers to assess equipment needs and determine system requirements.
- Identified new markets for penetration by carefully researching potential customers' habits.
- Coordinated itinerary and scheduled appointments for outside sales reps to meet with and gain new clients
- Created monthly and quarterly reports to assess individual and team performance and note areas requiring improvement.
- Set up and activated customer accounts to alleviate burden on account managers.

- Developed a minimum of 4 new customer prospects or referrals each week.
- Routinely prepared and evaluated CRM reports to identify problems and areas for improvement.
- Implemented Salesforce for finding new leads and compiling sales reports

EDUCATION AND TRAINING

Bachelor of Arts

Letters, University of Oklahoma, Norman OK May 2011