

Operations Manager Operations Manager Operations Manager - Sun Equipment Corp Fort Mill, SC
Work Experience Operations Manager Sun Equipment Corp - Ontario, CA October 2010 to Present
Generate leads within target demographic Liaison between buyer and overseas manufacturer
Business development and business growth Supervise offsite web and sales team Operations
Manager FireFold Inc - Concord, NC 2009 to 2010 Create and manage projects with budget and
deadline restraints Coordination of multi-departmental resources to increase company profitability
Development and generation of performance/sales reports Seek new venues of advertising to
increase site and brand awareness Track and Analyze traffic trends in relation to marketing and
sales Supervision and delegation of workflow surrounding all projects Conception to realization
of aggressive marketing campaigns IT Project Manager FireFold Technologies - Concord, NC 2008
to 2009 Plan and push new initiatives to expand our coverage and services Develop and aid in
deployment of technical projects from structured wiring to AV installations. In house and in field
diagnosis and repair of software, hardware, and network issues. Work closely with clients to
ensure that their needs are met while managing expectations. Education Strayer University -
Charlotte, NC 2011 North Carolina State University - Raleigh, NC 2003 William G Enloe High School
- Raleigh, NC 1999 Additional Information 7+ years of Management experience from retail to
project. Management experience with teams from 3-15 members. SQL queries and data
analysis. 8+ years of Customer Service. 3+years of technical support, distant and field.
SOFTWARE PROFICIENCIES Windows XP Pro, Vista, and Windows 7 Microsoft Office Suite
2007 and 2010 Photoshop CS5 Quickbooks

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