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| **Richard J. Negri Jr.** |
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| **Profile** |

With excellent presentation and communication skills and a proven track record in managing people, I would like to utilize my abilities in a work environment that engenders positive energy, creativity and teamwork. I possess excellent leadership, interpersonal, consulting and marketing skills, as well as outstanding negotiation skills and the ability to quickly grasp new concepts, policies and procedures.

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| **Professional Experience** | |
| **Better Brands Inc., Anheuser-Busch Distributor**  *Myrtle Beach, SC* | **2007 to Oct 2011** |
| **Human Resource Manager / Media Director July 2010 to October 2011** | |
| * Process all new employees using Everify & SC New Hire employee processing. Set up new employee files, and maintain existing files. Including, I-9, W-4, and all other compliance paperwork. * Implement and maintain employees’ incentive and morale programs; enroll all employees in insurance and process monthly bills; ensure yearly employee reviews are completed; track all employee vacations and sick time. * Sit in on and evaluate team managers on interview techniques; build training materials for a safe work place; create script for training and safety videos; maintain accurate employee files; process bi-weekly payroll for 180+ employees. * Submit monthly, quarterly and yearly department and employee level reports to the President, Vice President and CFO. * Interact with all insurance, Worker’s Comp and employee supply vendors; ensure compliance for all federal and state laws that pertain to employment; review monthly Worker’s Comp MOD statements; process all Worker’s Comp claims; coordinate Worker’s Comp investigations with the insurance company; ensure COBRA & HIPPA compliance. * Oversee all graphic and marketing material; ensure the graphics department is maintaining proper work levels; ensure proper templates are being used; evaluate custom templates; design new theme templates which could be used nationwide. * Create cost breakdown for special event sponsorships. * Maintain shipping and receiving records for all POS materials. Check in all deliveries and make sure they match ordered amounts. Processing all bills, and coordinating them with the AR/AP department. Coordinate assembly of all display racks, and all other materials for all accounts. Ensure proper delivery and setup of all displays. * Order all media supplies; research for new supplies; maintain accurate monthly cost breakdown for supplies; coordinate monthly theme displays in all chain accounts with the Key Accounts Department. | |
| **Sales Administrator / Media Director January 2010 to July 2010**  *(Promoted to Human Resources Manager and continued in Media Director position)* | |
| * Run monthly company sales reports; track weekly and monthly sales numbers for 25+ salesman; design and implement new sales reports that meet the needs of the sales managers; design monthly sales presentations; assign monthly sales goals. * Do monthly in-market evaluations with salesman and team leaders; create monthly bonus structure for sales department. * Evaluate account condition to ensure it meets company and corporate standards. * Implement new corporate programs and ensure they are being followed; cross-train on all pricing procedures. * Oversee all graphic and marketing material; ensure the graphics department is maintaining proper work levels. * Ensure proper templates are being used; order all media supplies; research for new supplies; maintain accurate monthly cost breakdown for supplies; design new theme templates that could be used nationwide. Coordinate monthly theme displays in all chain accounts with the Key Accounts Department. | |

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| **Media Manager / Inventory Control Manager March 2007 to January 2010**  **(Promoted to Sales Administrator / Media Director)** |
| * Design new theme templates and logos that could be used nationwide: ensure proper templates are being used; coordinate monthly theme displays in all chain accounts with the Key Accounts Department. * Create custom designs for special events; design customer logos; work with AB Chain Account Director on monthly themed graphics. * Process work orders in a timely manner; design and process monthly chain account theme changes. * Order all media supplies; research for new supplies; maintain accurate monthly cost breakdown for supplies. * Process all daily customer invoice paperwork; balance daily ledger sheet; balance all delivery driver overages and shortages; balance all truck inventory; implement new inventory control processes; maintain accurate inventory. * Process all account information in VIP so daily sales numbers can be updated. |

**Awards and Achievements – Better Brands, Inc.**

* Eight “Graphic Designer of the Quarter” Awards from Anheuser-Busch.
* One “Graphic Designer of the Year” Award from Anheuser-Busch (2009).
* After six months of setting up a new warehouse inventory system, the quarterly inventory went from almost $100,000 short to less than $3 short.
* Within six months of taking over the Human Resource Department, implemented a new payroll system, attendance program, safety program and hiring process.
* In only seven months as Sales Administrator, helped take the sales from more than 43,000 units down, to up by over 9,000 units.

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| **First Choice Plumbing**  *Myrtle Beach, SC* | **2003 to 2007** |
| **Site Supervisor / Office and Warehouse Manager** | |
| * Site supervisor on all new construction jobs; all supply ordering for service department; estimate supplies needed for new construction bids. * Process daily invoices; prepare weekly bank deposits; Accounts Payable/Accounts Receivable; maintaining daily work schedule/log. * Maintain daily truck maintenance log. * Estimate cost breakdown on all large service contract bids. | |

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| **Papa John’s Pizza**  *Myrtle Beach, SC* | **1993 to 2003** |
| **Assistant General Manager / Training Manager** | |
| * 10+ years of experience hiring, training and scheduling 50+ employees; responsible for three stores. * Conduct weekly payroll; head of management training for the entire company. * Oversee daily food inventory; bi-weekly food ordering; daily deposit settlement. * Maintain weekly, monthly and quarterly financial reports. * Coordinate all marketing and advertising for 3 locations. | |
| **Education** | |
| **Coastal Carolina University – Conway, South Carolina**  *June 1993 – May 1995 - 53 Credit hours completed – Math/Statistics*  Head of the Sports Information Office | |

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| **Key Skills** | | | | | |
| MS Word  MS Excel  MS PowerPoint | MS Visio  MS Access  SAP | Photoshop  Corel Draw  Illustrator | IDig Sales Tracking  IRI Chain Sales  Tracking | Mas 90  Evolution | SoftTime  Time Keeping |