

James Gilley

Sales and Management Specialist

Houston, TX 77072

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(346) 561-1086

Ambitious, customer-focused individual seeking new career opportunities within a dynamic, growth-oriented company.

Authorized to work in the US for any employer

Work Experience

Sales and Order Management Specialist

Anchor Marine and Industrial Supply, Inc. - Houston, TX

April 2019 to Present

- Responsible for managing entire customer order cycle from customer request to shipment
- Provide customized solutions to specific customer requests generating follow-up customer business
- Manage orders within the ERP system

Project Manager, Operations

TCI - Rosharon, TX

January 2013 to April 2019

- Led associate focus groups and meetings to obtain suggestions, address concerns or issues, and foster positive relations among team members and management.
- Developed standard manufacturing practices that decreased throughput time by approximately 25%
- Consistently brought projects in under budget from implemented manufacturing changes
- Enforced regulatory and company policy compliance to improve workplace and employee safety and readiness
- Processed inbound and outbound shipments with high accuracy and efficiency by effectively directing associate teams and managing inventory processes.
- Boosted traceability by creating organizational systems for contracts and team productivity.
- Assessed financial statements and production reports to evaluate optimal performance, and develop targeted improvements

Education

Certification in Full Stack Coding for Web Development

UC Berkeley - Berkeley, CA

September 2020 to Present

Bachelor's in Behavioral Science

University of Houston - Clear Lake, TX

December 2016

Associate in Liberal Arts

Alvin Community College

May 2014

Skills

- Customer Service (6 years)
- Multitasking (6 years)
- Problem solving (6 years)
- Relationship Building (6 years)
- Sales Management
- Order Management System
- ERP Systems
- Account Management
- HTML 5 (Less than 1 year)
- CSS Frameworks (Bootstrap, Materialize, Bulma) (Less than 1 year)
- JavaScript (Less than 1 year)
- JavaScript Object Notation (Less than 1 year)
- Node.js (Less than 1 year)
- Procurement
- Salesforce
- Supply Chain
- Forecasting

Additional Information

Bachelor of Science – Behavioral Science University of Houston Clear Lake

December 2016

- Graduated Summa Cum Laude
- Graduate 4.0 GPA
- Member Honor Society

Associate of Arts – Liberal Arts and General Studies

Alvin Community College

May 2014

- Graduated Summa Cum Laude