**Jovan Simmons**

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**Professional Summary**

Analytical and savvy problem solver with ability to work effectively in individual or team settings with clients, developers, and management. Strong interpersonal communication skills. Extremely proficient in excel including but not limited to VLOOKUP’s, macros, pivot tables, data validation and VBA. Very skilled automating and systematizing processes. Familiar with project management and data visualization tools. I have a strong diverse technical background, I’m very flexible and a lifelong learner always looking to gain additional skills and knowledge.

**Skill Summary**

Problem Solving

Ad-hoc Research

Strategic Planning

Process ImprovementData Analysis

Communication

Project Coordination

ExcelInternet Automation

Command Line

Project Management

Data VisualizationJava, Python, SQL

HTML, CSS

Developing Metrics

Databases

**Professional Experience**

**Data Partnering LLC,** Charlotte NC **January 2019 to Present**

*Owner*

* Design & installation of WordPress websites for clients
* Providing excel automation services for local business owners using Excel VBA and various other tools
* Negotiation of service agreements and contracts
* Developing relationships with clients and suppliers

**Curvature,** Charlotte NC **February 2019 to April 2019**

*Data Analyst*

* Collecting, cleaning, converting and analyzing sales data to find insights and make conclusions.
* Engaging key stakeholders and business units throughout the company
* Identifying, communicating and implementing analytics and data visualization solutions that align with the tactical and strategic goals of the business.
* Preparing concise data reports and data visualizations that will help in decision-making process.
* Participating in improvement of master data management and process

**Boardroom Insiders,** Fort Mill SC **September 2018 to December 2018**

*Sales Development*

* Lead initiative to establish SDR role at Boardroom Insiders with a goal of shifting focus from inbound efforts to outbound.
* Conducted extensive amount of cold calls in an enterprise environment scheduling demonstration with marketers, sales leaders, and members of C Suite at fortune 500 companies.
* Analyzed and strategized in regard to business goals, deadlines, schedules, budgets, needed resources, and team member coordination.
* Clearly communicated problems and progress to senior management.

**Extended Stay America,** Charlotte NC **June 2017 to September 2018**

*Business Development Manager*

* Sold $1,022,994 of revenue in the month of November 2017 to a goal $250,000 outperforming the next person by $799,587.
* Led BD Pilot team of 8 in created accounts by establishing 38% of total new accounts; also lead team in revenue generated from created accounts by being responsible for 43% of total revenue from new accounts.
* Attended trade shows as an exhibitor, to develop mutually beneficial relationships with companies and influential people within those companies.
* Automated workflow by creating Excel-based VBA programs for bulk folio retrieval, retrieval of new leads from the internet, and AR Transaction reports.
* Utilized Microsoft Access & SQL queries to create and email daily reports to the entire sales team.
* Utilized as a project manager to help develop, build, and execute a business development pilot that focused on establishing new business accounts that spend in excess of $25,000 annually.
* Identified problems regarding high research time and low KPI percentages for sales team. In response created automatic lead generators, in addition to performing ad-hoc research to locate and distribute 20,000 highly qualified leads to the sales team. This led to increased KPI percentages from 68% to 91% within a week and increased our weekly average for created accounts by 2 per person.
* 2017 Flamingo Award winner given in honor of good nature and helping the team as a whole thrive.

**Performance Ortho of Carolinas,** Charlotte NC **August 2014 to July 2017**

*Logistical Coordinator/Data Inventory Specialist*

* Met tight deadlines in a high-pressure environment where multi-tasking, organizational skills, planning, prioritizing, and written communication was essential.
* Collaborated within a small team to support 14 orthopedic sales territory leaders that were each running their own multimillion-dollar business.
* Coordinated and managed a cost-effective courier and fed ex operation throughout North and South Carolina which resulted in company savings.
* Prepared and reconciled courier and fed ex financial records of over $300,000 annually.
* Purchased implants for next day delivery, sent out notifications of backorders, and if any backordered implants were needed for a case, performed any steps necessary to find and get them delivered before surgery.

**Queen City Supplements,** Charlotte NC **August 2016 to June 2017**

*E-commerce Specialist*

* Performed ad-hoc research.
* Negotiated contracts with suppliers.
* Initiated low cost marketing ideas to build brand awareness.
* Managed the fulfillment of all orders.
* Used excel to manage a database of 78,000 records.

**Northwestern Mutual,** Greensboro NC **February 2013 to August 2013**

*Financial Representative Intern*

* Worked directly with experienced financial representatives’ cold calling and qualifying leads.
* Facilitated meetings and presentations with clients.
* Analyzed the financial situation of clients and formulated a suggested needs-based solution that incorporated risk management, wealth accumulation and long-term financial goals.
* Obtained NC property and casualty insurance license.

**Education**

**The University of North Carolina at Greensboro,** Greensboro NC **May 2014** BS Applied Mathematics, Minor in Computer Science