

# John Doe

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## PROFESSIONAL EXPERIENCE

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### HARDWARE INC.

#### Coordinator Manager

Florida, FL

2023-Present

Reduced Workers' Compensation costs by 50% per annum with the implementation of employee wellness programmes and safety training initiatives.

- Handle customer complaints regarding sales and service Prepare budgets and approve expenses
- Track customer preferences to determine where the focus of sales efforts should be
- Analyze sales statistics and activity metrics
- Conduct sales projections regarding products and client territories and forecast individual billings for sales staff
- Determine discount rates or special pricing plans
- Develop plans to drive new business development, through direct sales techniques, cold calling, and business-to-business marketing visits
- Plan and coordinate training programs for sales staff
- Conduct Performance Reviews

### TERRY BOBBY FOODS CO.

#### Senior Manager

Florida, FL

2022-2024

Negotiated new service level agreements with suppliers, resulting in a 10% reduction in material expenditure and a saving of \$100k per year.

- Supervise first-shift operations of up to 25 associates
- Coordinate F&B preparation, delivery and transactions and ensure standards are met for customer service, quality, safety, and sanitation
- Met or exceeded monthly revenue goals by up to 25%, resulting in formal recognition for leadership excellence
- Developed employee-improvement plans to address areas of under-performance
- Facilitate the professional advancement of high-potential workers
- Played a lead role in organizing events
- Secured partnerships with nonprofits to create positive social investment branding report in the community

### UBUDU RETAIL

#### Manager's Assistant

Orlando, FL

2019-2022

Negotiated new service level agreements with suppliers, resulting in a 10% reduction in material expenditure and a saving of \$100k per year.

- Supervise first-shift operations of up to 25 associates
- Coordinate F&B preparation, delivery and transactions and ensure standards are met for customer service, quality, safety, and sanitation

## EDUCATION

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### POSHI UNIVERSITY

#### *Master of Science in Economics with Honors; Major in Crypto*

New York, NY

2017-2019

- Awards: Look at me Award (only 5 awarded to class), Director's List 2024 (top 5%)

### REGIS UNIVERSITY

#### *Bachelor of Engineering, Major in Computer Science; Minor in Geology*

New York, NY

2014-2016

## ADDITIONAL INFORMATION

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Technical Skills: SAP, Oracle, Microsoft Dynamics, Advanced Excel, Project Management Software.  
Languages: Fluent in English, Spanish (native); Conversational Proficiency in Portuguese.  
Certifications: Certified Supply Chain Professional (CSCP) (2018), Six Sigma Green Belt (2019).  
Awards: Outstanding Leadership Award (2020); Logistics Excellence Award (2019).