

Matthew R. Raines(outdated)

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Accomplishments

- ♦ Lead the acquisition of a national account which accounted for 40% of incoming sales
- ♦ Managed the transition of the company from a local supplier to a national contender which led to a 40%+ growth in channel letter volume
- ♦ Instrumental in the implementation of Kaizen/Lean Manufacturing process within a plant which led to production time decreasing by nearly 40%

Professional Experience

Affordable Channel Letters: Account Manager

January 2013 – Present

- ♦ Head account manager of \$1.2M in sales of a small company
- ♦ Execute RFPs on a local and national scales
- ♦ Coordinate 10+ new projects per week
- ♦ Assemble itemized spreadsheets of all proposals and sales
- ♦ Facilitate execution of design and implementation of national programs
- ♦ Mentor a direct report on all design aspects for CNC machinery
- ♦ Deliver top-notch customer service with all existing customers to receive repeat business, referral business, and excellent reviews
- ♦ Review financial P&L to drive improvement to business plan

Affordable Channel Letters: Fabrication/Design Lead

May 2010 – December 2012

- ♦ Advanced the development and design process of artwork to be interpreted by CNC machinery
- ♦ Operated CNC router, CNC notcher and bender to facilitate the construction of electric signs
- ♦ Influenced decision makers on purchasing and inventory processes of materials for all aspects of fabrication
- ♦ Involved in all aspects of the fabrication of channel lettering

Leadership Experience

- ♦ Coach and mentor CrossFit athletes to improve self-confidence and foster teamwork
- ♦ Collaborate with gym owner on customer satisfaction and retention
- ♦ Instrumental in re-founding of the Auburn University fraternal chapter of Pi Kappa Phi

- ♦ Served on the executive council at two universities

Education

Kennesaw State University *Graduated May 2014*

Coles College of Business

Major: Bachelor of Business Administration, Professional Sales

Auburn University: August 2008 through May 2010

Related Skills

Communication

- ♦ Highly articulate with strong communication capabilities – written, presentation, and verbal
- ♦ Demonstrates strong relationship management with executive stakeholders
- ♦ Proven negotiation, leadership, and interpersonal skills

Organizational

- ♦ Excels in dynamic environments with ability to set priorities and manage multiple projects
- ♦ Resilient in leading through change and conflict
- ♦ Proficient in Microsoft Office, CRM, and Social Media platforms
- ♦ Managerial courage