**Matthew R. Raines(outdated)**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