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**Objective To obtain a challenging position that will allow me to utilize my communication**

skills and experience in management while offering future growth opportunities.

**Experience**

**March 26 2018 Klingspor Abrasives Inc.**

Factory Sales Representative for the west half of San Antonio and surrounding area calling on old customer and setting up new customer base.

**August 2012 to March 2017 Centerline Supply San Antonio TX**

**Sales and Warehouse Control**

§ Inside sales, Phone Sales, Customer walk in sales, management of warehouse.

§ Warehouse control of inventory, ordering stock from vendors along with from the main warehouse in Dallas, shipping customer orders and receiving in material from vendors.

§ Manufactory orders for custom signage

§ Repairing of Graco linelazer striping equipment

§ Delivery of product including Hazmat

**March 2007 to June 2012 Performance Probiotics San Antonio, TX**

**General Manager**

· Communicating with customers, carriers, Controlling warehouse inventory at different locations, shippers and receivers on all updates and shipment progress.

· Packing /shipping using Fed Ex or UPS.

· Domestic and international shipping documentation.

· Design and create original illustrations for advertising and web page.

**2002-Oct 6, 2006 Frozen Food Express San Antonio, TX**

**Dispatcher, Customer Service, Administrative Assistant**

· Dispatching of the South Texas area for perishable & dry truckloads.

- Providing top quality customer service along with maintaining on time delivery.
- Training of other dispatchers.
- Rate quotes for truckload shipments.
- Handling inbound and outbound perishable & dry shipments out of Mexico.

## **2001-2002 ViaSource Communications, Inc. San Antonio, TX**

### **CATV Installation Technician**

- Cable installation for new and existing residence.
- Upgrading existing service.
- Maintenance of cable systems.

## **2000-2001 Red McCombs Superior San Antonio, TX**

- Automotive Sales to include new and used vehicles.
- Analyzed potential buyer's credit and ability for financing purposes.
- Maintained above average sales quotas.

## **1997-2000 Transport America, Inc. Garland, TX**

### **Fleet Manager**

- Maintain large retail outlet account.
- Manage a main bulk account.
- Provide customer service, driver service, and sales.
- Ensure delivery commitment to customer is met.
- Responsible for management and marketing

## **1995-1997 Heartland Express, Inc. Iowa City, IA**

### **Fleet Manager**

- Integrated all new drivers into the Heartland system.
- Ensured policies, procedures, and Federal Highway/DOT regulations complied with at all times.
- Provided customers with highest level of service through proper management of fleet personnel.

- Synchronized with other departments to guarantee applicant met company requirements.

### **1991-1995 Wholesale Feeds, Inc. Cedar Rapids, IA**

#### **Assistant Wholesale Manager**

- Accountable for personable sales with retail agricultural supply outlets.
- Administered inventory and production levels to match seasonal demands
- Coordinated all inbound/outbound traffic to ensure correct warehouse supply and prompt distribution of produce.

### **1990-1991 Sam's Wholesale Club Cedar Rapids, IA**

#### **Outside Sales Representative**

- Marketed wholesale business memberships in Eastern Iowa.
- Maintained customer relations.
- Accomplished sales ranking within the top 5%.

### **1985-1990 Emery Worldwide, Inc. Cedar Rapids, IA**

#### **Territory Representative**

- Disputed express parcels in a timely and safe manner.
- Serviced Iowa, Wisconsin, and Illinois regions to met customer expectations.
- Responsible for the routing, documenting, and transferring of international parcels.

### **Education: 1990 Kirkwood Community College Cedar Rapids, IA**

- Associate of Applied Science Degree.
- Related course work: Management, Advertising/Marketing, Computer Operation, Financial/accounting, Agri-sales and Animal health.

**Skills: Supervisory, customer service, sales, computerized dispatching, personal**

**Computers, warehousing management, inventory control, shipping/receiving, CDL with hazmat, mig welding, custom fabrication, auto and small engine mechanics.**

**Reference:** Available upon request.

