

TOM RUMORE

610 West 115th Street, Apt 3B, New York, NY 10025

Phone: 860-964-0572 E-mail: rumoretom@gmail.com

Summary

Highly self-motivated, congenial, and resourceful professional who brings 10+ years of business and customer support experience, a strong work ethic, and a wide range of administrative and executive support skills. Adept at multitasking and attention to detail. Employs professionalism and superior communication skills to meet client and organization needs. Eager to evolve as a professional.

CrossBorder Solutions

Sales Development Representative

January 2020 – June 2020

- High volume cold calling to C-Suite Level Executives and Directors
- Handled the sales from initial Cold Call / Email outreach through scheduled demo handoff to Account Executive (AE).
- Worked closely with multiple AEs to coordinate and schedule times for demo presentation meetings.
- Achieved or exceeded quota on a monthly basis as one of the top Sales Development Reps company wide.

Trinity Solar

*Outreach Sales Representative
2019*

September 2019 – December

- Acted as a door to door Outreach rep for the company, utilizing various sales techniques to generate interest in residential Solar and set an appointment for the homeowner to receive information
- Within the first month of the company, became one of the top 40 Reps in a department of over 400 and was the top selling rep in the New York South Region despite no door to door sales experience
- Selected as a member of the three person leadership team for the office by the Regional Manager of CT/NY. While a member of the team, created and implemented programs for

motivating the reps, utilized data to create sales targets for both individuals and the office, and began undertaking process of confirming all reps had current permitting as required by the state by communicating with individual townships and fulfilling legal obligations.

mk North America

Automation Technical Sales Representative

March 2018 – August 2019

- Acted as project manager, including cost/estimating quoting projects, responsible for acquiring all outside vendor quotes for projects, and setting dates after projects became orders for engineering, assembly, shipping, and implementation.
- Account manager for large customers in the North East, acted as sales support, customer service support, and aftermarket support.
- Responsible for achieving quarterly and yearly sales goals; exceeded quarterly sales goals 4 of the last 5 quarters.
- Operational oversight of entire sales process; starting with quoting/pricing, moving through order and approval process, QC'ing Evaluated Customer's layout requirements and create custom solutions for maximum efficiency equipment, and customer service for the aftermarket sales.
- Evaluated Customer's layout requirements and created custom solutions for maximum efficiency.
- Proficient in the Microsoft Office suite and CAD/STP/PDF software.
- Maintained a leadership role as a business-side experienced member of the sales department across product lines to younger members of our sales force.
- Assisted with team building initiatives to support organizational culture and employee morale.

Wood Group Pratt and Whitney (WGPW)

Customer Support / Spare Parts Sales Representative

September 2013 – March 2018

- Developed financial cost quotes and proposals for major in-house operations with a focus on both Customer Service and in-house profit margins.
- Reviewed Contracts/Terms and Conditions.
- Provided operational oversight of multiple long-term projects to include project sales/cost projections, procurement costs, and long lead tracking to meet customer requirements.
- Scheduled and coordinated induction dates to meet Customer's needs and ensure efficient flow through the shop on 4 different product lines.
- Flexible problem solving of Customer's site-related issues in an efficient manner.
- Generated financial reports; Received, quoted, and responded to any and all spare parts sales Requests for Quote.
- Evaluated inventory shortages that may affect in-house turnaround time.
- Vendor management in order to meet Customer's requested completion dates.
- Maintained a "rotatable" parts inventory to supply parts to the production floor in the event of vendor fall out.

- Advised quality department on component conditions in order to maintain efficient turnaround times and mitigate unnecessary costs to Customer.
- Maintained target production dates.
- Communicated with Customer representatives, along with their engineers, to ensure necessary decisions are made in a timely manner.

WGPW – FT4 / GG4 Inventory Lead Man

June 2011 – September 2013

- Led a 9-man group in proper inventory practices to maintain approx. \$50 million in assets.
- Distributed and supervised assignments to pull material requisitions and hardware kits to meet the production floor's demands.
- Ensured Parts Sale orders were pulled to ship to Customer in an expeditious manner.
- Led quarterly Parts count activities to remain accountable and accurate inventory.
- Assisted in absorbing and organizing inventory from multiple company acquisitions.

WGPW – Production Control Expeditor

June 2008 – June 2011

- Responsible for tracking receipt of parts from vendors and customers to organize in a manner for the production floor to build efficiently.
- As the lone Expeditor, organized both a warehouse and Marshalling area to ensure all production floor parts needs were met in a timely fashion.
- Operated numerous Forklifts (heavy and light duty) to load and unload a variety of materials and components. Assisted with team building initiatives to support organizational culture and employee morale.

Education

Columbia University in the City of New York

Fall 2020 - Current

Central Connecticut State University

Spring 2005 – Fall 2007

Asnuntuck Community College

Fall 2003 – Spring 2005