

Objective:

To utilize my education and previous work experience in a position that I will be able to immediately benefit a company.

Education:

Central Michigan University 2011

Mt. Pleasant, MI

Bachelor Degree- Entrepreneurship

Minor Degree- Marketing

Experience:

U.S Manufacturing – Warren, MI

July-12 to Jan-13

Title: Sales Administrator

Provided support to five (5) business development managers while reporting to the VP Sales & Marketing. Interacted daily with supporting role on numerous issues within Purchasing, Accounting, Sales and Marketing departments. Assumed responsibility for creating and presenting product information tailored for the customer events as well as those held at SAE events. Updated inventory associated with all electrical, hydraulic, and pneumatic sub components needed for our new business on Ford Transit manufacturing line. Created market reports for board meetings and management reviews. Produced production variance reports based on IHS production data vs. US Manufacturing Sales forecast. Produced customer product presentations featuring our competitive advantages which differentiated our product from the competition. Gained a great deal of knowledge regarding organization, communication, selling strategy, contractual agreements and market research which can be applied to most industries.

Plastic Trends Inc. - Shelby Township, MI

May-11 to Aug-11

Title: Student Internship

Responsible for inventory and production control; reported inventory levels for all our production and packaging material directly to purchasing manager on a daily basis. Suggested a new storage technique for overstocked products that allowed our warehouse to operate more efficiently. Verified inbound and outbound shipments to ensure a correctly placed order; reported directly to warehouse manager on a daily basis. Handled all customer returns; reported all questionable or damaged returns directly to our quality control specialist for analysis and corrective action and insured inventory levels were adjusted accordingly.

Plastic Trends Inc. – Shelby Township, MI

May-10 to Aug-10

Title: Shipping

Responsible for pulling customer orders and fulfilling the order as one that will ship undamaged and correct to customer specific specifications. Managed inventory throughout the warehouse to ensure our oldest produced parts were shipped to “First in

First Out” (FIFO) standards. Confirmed inbound shipments for count accuracy and recorded inventory levels with those products.

Cleat Repeat – Sanford, MI

Spring Semester -2010

Worked with 4 other Central Michigan University Entrepreneurship students with the purpose of assisting a local Non-Profit Organization (NPO) as follows:

- Developed a marketing and business plan that would assist the NPO grow and operate their business.
- Estimated the costs associated with changing Cleat Repeat from a NPO to a retail company. For example, we look at building costs (Fixed Costs) and Purchasing activity (SG&A) as well as advertising and marketing costs associated with entering new markets.
- Professionally and personally grew through the group collaborative round table process and we developed action plans to benefit the Cleat Repeat Business.

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Qualifications & Skills:

- Chally Assessment Certified (2010)
- Fluent with Microsoft Office PowerPoint, Excel, Word, Access, and Publisher
- Excellent creative thinking and innovativeness
- Well rounded Academically with an emphasis on Marketing
- Determined and focused to become better at what I do
- Very competitive and career driven

References available upon request