
Overview: Sales/Purchasing/Material Planning/Scheduling

- ◆ Supervised \$20 million dollars in revenue from sales of material and equipment
 - ◆ Material Planning and Scheduling of Work Orders to fill open sales orders
 - ◆ Purchasing and Expediting of orders placed with vendors and manufacturers
 - ◆ Streamlining of orders direct to customers at a significant savings to Ionics' increasing profits
 - ◆ Managed UF/RO production sales through add-on distribution of partner products
 - ◆ Introduced synergistic products to existing customer base to increase profit margins
 - ◆ Liaison with field engineers and customers on requirements, specifications and on site schedule for equipment
 - ◆ Implemented and maintain an open order file cross reference reports (Xentis Report)
 - ◆ Y2K Coordinator for sales and material handling computer system modules
 - ◆ Oversee training and development of new personnel in the Business Division
 - ◆ Quoting of material and equipment for sale and re-sale
 - ◆ Generate weekly, monthly and quarterly reports (Excel) for all bookings and shipments
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EDUCATION:

University of Lowell, Lowell, Massachusetts

Bachelor of Science in Business Administration – Concentration Management

Minor in Math/Computer Option

Studies in Water Chemistry Courses

Salem State College, Salem, Massachusetts

Business, Education and Operation course work

EMT Basic course work and Massachusetts Certification #857647

J M B Real Estate Academy

Course work accumulating 120 credit hours for Residential Appraising

Real Estate Trainee License TR#100601

Jan. 2003 to Dec. 2005

Real Estate Appraiser Certification CR#70985

Dec. 2005 to Feb. 2009

Ionics Incorporated, Watertown, Massachusetts

Training in TQM

Training in ISO9001

PCD Incorporated, Peabody, Massachusetts

Training in ISO9002

Padgett Thompson Training Seminars

Purchasing & Negotiating

Physical Inventories and Cycle Counting

COMPUTER SKILLS:

Computer Programming Language: Cobol, Pascal, Assembly, Discrete Structures & HTML

Office Software: Word 95, 97/Windows 95, 98, 2000 & XP:WordPerfect 10, Excel, Power Point & Lotus Notes 4.6

System Software: Maxcim/Xentis (Ionics Inc.), Macros

MRP: Oracle System Software (PCD, Inc.)

Networking: Novel