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**Project Management ~ Retailer of Casework ~ Photography Materials and Services ~  
Retail Business Operations ~ Warehouse Management ~ Procurement**

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Work focused, highly successful with **20+ years' rich experience** with retailer of casework and photography materials and services, seizing control of critical problem areas and delivering on organizational commitments; major experience across all facets of retail business operations, including contract / project management, procurement, hiring, training, inventory control and warehouse management. Proven expertise in managing casework projects from the initiation to its final payment, adhering to ways that generate customer satisfaction by prudently completing each incepted project. Exceptional capabilities in contract management, inventory control and administration. Dexterous at purchasing materials, labor services and equipment as required specifically for any project. Adept at procuring, delivering, storing and distributing the materials to the clients, negotiating and maintaining company contracts and sustaining leadership position. Exceptionally well-organized with a track record that demonstrates self-motivation, creativity, determination, commitment and initiative to keep learning and hence achieve both personal and corporate goals. Computer literate.

**PROFESSIONAL VALUE OFFERED**

Project Management	Warehouse Management	Inventory Control	Retail Business Operations
Retailer of Casework	Labor Services	Negotiation	Photography Materials
Procurement	Customer Satisfaction	Purchasing Materials	Training
Client Servicing	Team Management	Work Ethics	Leadership skills

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**PERFORMANCE MILESTONES**

- Steered the company revenue when associated with Fuller and D'albert Inc. (Photography Equipments / Supplies) as the purchasing agent. The company sales shot up from \$3 million in 1981 to \$12 million in 1998, the company sales increased by \$2 million in 1988.
  - Instrumental in controlling company inventory valued at \$9, 00,000.
  - Acted as the sole purchase agent for the company and ensured timely receipt and distribution of project materials- Fuller and D'Albert Inc. (Casework operations).
  - Association with the retailer of casework and photography materials and services lead the annual revenue to peak up to \$ 12 million.
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**CAREER PROGRESSION**

**General Manager**, Fuller and D'Albert, Inc., (Casework Operations), Since 2002

- Accountable for the retailer of casework services and materials and reported directly to the President. Casework services include providing darkroom construction and equipment, as well as a wide range of cabinetry construction for schools and businesses.
- Pioneered the management of each casework project, commencing from its initiation and installation to the final payment.
- Efficiently handled contract management and administration with emphasis on successful completion of each project to the customer's satisfaction.

**Purchasing Agent**, Fuller and D'Albert Inc., (Photography Equipment / Supplies) 1981 to 2002

- Reported to the President for the retailer of photography equipment and supplies.

- Responsible for purchasing the entire company merchandise including photography chemicals, paper, cameras, processors amongst others. This attributed to the annual purchase volume of \$ 12 million.
  - Instrumental in engendering procurement, delivery, storage and distribution to clients.
  - Proficiently negotiated and maintained all company contracts which represented 35% of company business. Customers included federal, state and local governments.
  - Acumen in all aspects of maintaining and winning blanket purchase order contracts with the federal government.
  - Successfully managed and directed 15 warehouse and sales personnel.
  - Engaged in giving hiring recommendations and training warehouse / sales personnel.
  - Notably the company inventory was valued at 9, 00,000.
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### **PREVIOUS ASSIGNMENTS**

#### **Retail Store Manager**, Fuller and D'Albert, 1980 to 1981

- Responsible for managing routine operations of the company's retail stores and managed 3 salespersons.
- Judiciously handled customer inquiries, complaints, grievances and creatively soled there issues to guarantee customer satisfaction.
- Demonstrated and sold camera equipments to customers.

#### **Warehouse Manager**, Fuller and D'Albert, 1976 to 1980

- Accountable for looking after daily operations of the company's warehouse.
- Closely assessed the receiving and shipping of all merchandise, which was valued at \$3 million annually.
- Assisted in the automating process of the company inventory and developed code system to identify all the items in stock with the item descriptions.
- The system was considerably enhanced giving the company space to make informed decisions on stock levels.
- Cautiously designed cost saving measures that immensely improved the packing of orders for shipment.
- Instrumental in increasing the number of orders per day to be shipped to 100.

#### **Stock Clerk**, Fuller and D'Albert, 1974 to 1976

- Prudently assisted the Warehouse Manager in the various operations.
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### **COMPUTER PROFICIENCY**

- MS Office
  - QuickBooks
  - CounterPoint POS
  - Sage Act
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**References and Verifying Documentation Furnished upon Request**