

Skills Resume Sample

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Summary of Qualifications

Seasoned professional with proven success in operations management. Superior communication and sales skills with experience interacting with international and domestic clients, staff and executives. Technically proficient in Internet applications including HTML, Applications Project Management and Networking. Experience with successful product design and production, including the Instroke Cue Case and the Bunjee Jumper Jump Cue. Thorough knowledge of current leather products manufacturing processes and material usage. Fluent in German.

Relevant Skills

Business Management, Manufacturing and Sales

- ◆ Moved Instroke Sports USA LLC from a cottage specialty cue case design firm to an internationally recognized mass-production cue case manufacturing and production firm, moving the business from 10,000 dollar gross revenue the first year to 1,000,000 dollar gross revenue.
- ◆ Raised 500,000 in venture capital both in the United States and Germany.
- ◆ Implemented new processes for cue case manufacturing at factories, including Kozak Leather Processing in the Czech Republic and the Liao Case Factory in Taiwan.
- ◆ Organized and managed shipping processes in the United States and Germany; extensive experience with Customs regulations in the United States and Europe.
- ◆ Designed and managed customer service processes in Germany and the United States.
- ◆ Successfully acquired over 1,000 product dealers throughout the United States, Europe and Japan.

Design

- ◆ Designed and engineered all products in the Instroke Sports Cue Case lines, recognized as the industry leader in functional and durable high-end cue cases.
- ◆ Designed and engineered the Bunjee Jumper Jump Cue line.
- ◆ Conceived and designed all advertising promotions for Instroke Sports USA.
- ◆ Designed and managed new Internet sales portal which increased yearly revenues by 20%.

Software

- ◆ Familiar with most Internet applications, including HTML. Experience at managing small Networks. Proficient at bookkeeping, word process, graphics and spreadsheet software.

Employment History

1990- 2002 Owner and Manager, Instroke Sports USA, LLC, Greeley, Colorado.

1988-1989 Weather Specialist, United States Air Force, United States and Germany.

Education

1987 Diploma, Edmonton High School, Edmonton, Oklahoma.