

**Jeff Williams**  
**Contact: 754-228-6906**

**Email: jeffmwilliams224@gmail.com**

**Address: 2301 South Congress Avenue, Apartment #1111**  
**Boynton Beach Florida, 33426**

## **Sales Manager and Broker Resume**

### **Brief Background:**

Over 8 years of Sales account management working independently or in team atmosphere.

### **Experience:**

2017-06 - 2017- 11

Supply Chain Sales and Procurement Manager and Warehouse Manager

Procurement manager, sales and inventory distribution manager and independent sales associate

Responsible for building relationships with vendors and expanding and creating book of business while expanding clients weekly.

### **Nickey Gregory Company Export Miami fla**

-Fluent in Microsoft office, utilizing word, excel, PowerPoint.

-Handled purchasing and procurement of product and inventory control

-Worked with team together and alone for purchasing decisions and receiving.

-Organized logistics from purchasing as well as receiving and redistribution of purchases.

-Handled existing sales as well as organized new territories and developed new accounts.

-Developed and marketed new materials for internal team work as well as independent sales tools.

-Learned new operating technology for inventory control and made additions to platform.

-Used Microsoft office, using word and excel daily and Gmail business office for office work.

**2014-02- 2016-06**

## **Broker , Sourcing Procurent and Sales Manager**

### **Ej's Inc.**

- Procurement Manager and Sales Manager servicing existing and potential accounts daily.
- Cold call, market, provide service updates through business platform, phone and email daily.
- Serviced and maintained and grew existing accounts and developed new accounts weekly.
- Responsible for generating close to one million in gross sales per year for company independently
- Marketed, developed new business, and made sales independently for fast paced industry.
- Handled all business marketing, sales, cold calls,

**Greentree International /Rast** territory expansion individually.

### **Sept 2012- Sept 2014**

- Sales procurement , purchasing, sales manager handled outsourcing and brokerage
- Independently generated over 20,000 in profits individually monthly for company
- Developed and marketed new materials weekly for customers and potential accounts
- Generated all sales and leads individually in fast paced environment
- worked with microsoft office , word, excel and office daily for marketing and protocols.

### **May 2004- August 2012**

#### **Ruby Robinson**

- Account and sales manager
- Microsoft office, citrix, famous, utilizing several programs for all business procedures daily
- Prepared reports on individual client targets as well as group projects for existing clients and programs
- Encourage and monitor new hires and existing programs set in place to measure effectiveness
- Participate in daily group and department meetings accessing goals and further success
- Communicates effectively
- Use social media for advertising using Facebook, Instagram, twitter, Microsoft office (word, excel, PowerPoint, Frontpage, Publisher, and blackboard technology).
- developed marketing in team environment and business contracts in team atmosphere
- worked with existing accounts daily by phone, email, and in person visits.
- Marketed and developed sales materials and business work flows daily

-shared workflow and business tools with headquarters and management weekly

May 2001- June 2003

### **Golds Gym**

-opened club in morning and checked members entrance as well as ran shake bar and snack bar at front desk daily .

-Cleaned all bathrooms and weight room in morning prior to members entrance.

-Racked and re racked weights on gym floor and cleaned floor .

-Answered all phones and responsible for new potential members in morning as well as morning sales..

### **Education :**

Arizona State : 2001

Mass journalism and communications major

3.2 gpa

### **University of South Carolina**

Graduated May 2004

BA psychology & Cognate in Business Communicaton

GPA 3.8

Deans list Honors

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