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MATTLEFLEY

SUMMARY OF QUALIFICATIONS

Proficient in purchasing, distributing and merchandising. Ability to provide a profitable and professional work environment. Excellent leadership and interpersonal skills. Full knowledge of Microsoft, Excel, and all Windows based programs

WORK OF EXPERIENCE

7/07-8/11 Store Manager/Parts Manager, Clark's Landing Marina

Duties Included: Overseeing of store employees, docks and customer relations to all boat owners at the marina. Designed new store and parts room to improve the sales and increase the profit margins. Liaison between service and parts department, Made sure daily operations ran smoothly.

6/05-7/07 Parts Manager/Asst. Service Manager, Meyers R.V.

Duties Included: Working with parts employees to implement procedures for up selling and improving gross margins. Putting into place inventory policies. Overseeing a 12 bay shop, service writers and service technicians to ensure efficiency and profitable gross margin on service work.

7/03-6/05 Warehouse Manager, SLP Performance Parts

Duties Included: Overseeing purchasing and receiving of raw materials. Liaison between manufacturing plant, engineering in the final assembly of performance car parts. Making sure all products shipped out in a timely fashion. Responsible for all quality control and inventory procedures

7/01-7/03 Manager of Retail Store, Sunbird R.V.

Duties Included: All aspects of purchasing, A/R, and A/P for busy retail outlet. Re-structuring department for increased profitability and efficiency. Overseeing employees with emphasis on customer relations and customer satisfaction.

9/99-7/01 Manager of Parts Department, Marine Max Mid-Atlantic

Duties Included: Implemented a new parts department. Inventory control, purchasing and receiving merchandise from various vendors and manufacturers. Devised departmental budget, and acted as a liaison between parts department and service department.

4/96-9/99 Manager of Parts Department, Clark's Landing Marina

Duties Included: Purchasing and distributing parts to service department and to outside customers, supervising employees working in this department, inventory control, price estimates to customers and service department, overseeing purchasing from all manufacturers, customer relations, provide good cooperation and assistance to the service department.

9/91-4/96 Manager Full Service Repair Shop, M.D. Auto Service

Duties Included: Purchasing and receiving parts. Customer relations, overseeing employees work schedules. Diagnosis and repair of foreign and domestic cars.

EDUCATION

1983-1987 Boy's High School, London, England
Diploma

1987-1990 Vauxhall College, London, England
Diploma in Business Management

CERTIFICATIONS

M.M.U.-Certification of Completion
Mercury University- Certificate of Completion
Mercury- Basic Outboard Technology
Spader- Service and Customer Relations Certificate
Kohler Generator- Certification of Completion

REFERENCES

Available upon request