

FINANCIAL ADVISOR

SUMMARY OF QUALIFICATIONS

Experienced, self-motivated, and proactive professional with extensive and diverse years of background in impacting business performance through skilled configuration of resources with project objectives. Highly adept at recognizing and reducing operational discrepancies, as well as in increasing revenues through improving existing systems and implementing customized solutions. Proficient at presenting material and product details to clients and diverse audiences and capable of overcoming complex business challenges. *Additional key strengths include:*

- Exemplify expertise in business operations, including in-depth product knowledge, account attainment and management, strategic planning, sales techniques, and market evaluation.
- Demonstrate knowledge of principles and processes in providing customer service, evaluating customer needs, meeting quality standards for services, and assessing customer satisfaction.
- Constantly maintain high level of professionalism and integrity in relating with clients and in building long-term relationship with all levels of management.
- Well-versed with Microsoft Office Suite (Word, Excel, PowerPoint) and Intuit QuickBooks.

AREAS OF EXPERTISE

- Project Development and Implementation
- Personnel Administration
- Sales / Marketing Planning and Execution
- Internal Business Systems and Controls
- Corporation Start-Up Ventures
- Financial / Cash Flow Management
- Supply Chain Administration
- Business Operations and Supervision

KEY STRENGTHS

Marketing and Sales Management

- Solid understanding of project management, market assessment, effectual approach, and service delivery

Project Management

- Oversee complete project life cycle, from conceptualization to implementation of ideas and completion
- Successful at coordinating and accomplishing simultaneous development of multiple projects

Team Supervision and Performance Optimization

- Willing to assume full responsibility in directing staff, organizing professional development training and seminars, implementing company policies and procedures, as well as motivating and retaining resources

Business Administration and Operations

- Demonstrate effectiveness in managing daily business and financial operations to maximize profit and reduce cost, including reconciliation of business transactions, activities, and resolution of customer and staff issues

CAREER HIGHLIGHTS

FURNITURE GALLERY ▪ Ridgeland, MS

MANAGER / SALES REPRESENTATIVE

Jun 2009-Present

Assume marketing responsibilities for a newly established furniture business, including conducting company promotions in Jackson, Mississippi; meeting sales objectives; and maintaining high standard of customer service to develop a competent and efficient operation. Manage the entire daily business functions, such as sales, customer service, merchandising, maintenance, marketing, and finance to ensure systematic and organized operations.

- **Directed the entire business start-up initiatives**, such as overseeing and restructuring all procedures / processes, evaluating local area to determine price points, developing strategic business proposals, introducing a proprietary accounting system, forming and executing marketing plans, establishing and cultivating credit relationship with 20 suppliers, associating with clients to guarantee repeat business, recruiting applicants, collaborating with cross-functional team managers to complete sales transactions, and assessing pre-qualified loan applications

Mary Evans

📍 Complete Address
☎ Telephone Number ✉ E-mail Address

- **Constantly surpassed corporate sales objectives;** thrived in increasing weekly sales average since opening, which **generated a 23% return on investment (ROI)**

FURNITURE DEPOT ▪ Canton, MS

MANAGER / SALES REPRESENTATIVE

Jan 2009-Jun 2009

Performed major organizational duties, such as administering staff, sustaining quality customer service, opening and closing the store, and surpassing sales objectives. Assigned to carry out a key responsibility of marketing Furniture Depot products to individuals in order to outperform market competition while in the process of maximizing store promotions and marketing initiatives.

- **Successfully boosted sales by 64% and surpassed 1st quarter of 2009 sales goal by 200%**
- Directly involved in streamlining the inventory system, which **trimmed down carrying cost by 12% and eradicated unnecessary staff resources**
- Served as purchasing agent responsible for the inventory of a \$20K project, and consulted for the additional purchase of \$90K in inventory
- **Received the Top Sales Representative Award in the 1st quarter of 2009**
- Efficiently developed professional advertisements that **reduced marketing expenses by 4%**
- Conceptualized and devised a logistical system that **reduced delivery lead time by 20% while increasing delivery revenue by 25%**
- **Achieved a commission increase of 20% after first month of tenure and base pay of more than 21% after the first quarter of 2009**
- Rendered expertise as outside sales representative of Home Elegance

J.D. WILLIAMS LIBRARY, UNIVERSITY OF MISSISSIPPI ▪ Oxford, MS

STUDENT MANAGER

Jan 2007-Dec 2008

Prepared schedules; opened and closed the building; assisted students with researches; organized books; and managed the circulation desk for a 1.3M volume library.

VARIOUS RESIDENTIAL HOMES AND COMMERCIAL BUSINESSES ▪ Oxford, MS

INDEPENDENT CONTRACTOR

Jan 2006-Dec 2008

Accomplished residential homes and commercial businesses contracting projects to generate supplementary revenue to finance education as a self-supporting student at the University of Mississippi.

RE/MAX ALLIANCE ▪ Flowood, MS

REAL ESTATE AGENT

Oct 2004-Dec 2005

Advertised and traded recreational land and residential real estates. Created and sustained relationships with clients, other agents, attorneys, home inspectors, bankers, contractors, and builders to drive sales. Performed comprehensive cold calling to prospect for new clients. In charge of budgeting financial resources to improve market listings, as well as in updating and administering book of business to accurately fulfill buyers and sellers needs.

- Endorsed service to the Flowood Chamber of Commerce while serving as an active member of the Governmental Council
- **Successfully closed a \$2.1M contract**
- **Boosted Childress Construction, LLC revenue by 15%** through persuasively presenting and selling services to buyers, sellers, and brokers
- **Received 100% commission**

MOSSY OAK PROPERTIES ▪ Ridgeland, MS

REAL ESTATE AGENT

Oct 2003-Oct 2004

- **Generated more than \$8M in listings within one year**
- Promoted and organized an effective advertisement campaign for a neighborhood development, and formed multiple marketing materials to drive sales
- **Functioned as project manager of housing services for HUD contract of Mississippi**, which consisted of more than 250 houses

- **Elevated revenue of Childress Construction, LLC by 30%** through selling services to sellers, buyers, and brokers
- Served as an active member of the ACI Real Estate Group, and held responsible for supporting client needs
- **Obtained 100% commission**

CHILDRESS CONSTRUCTION, LLC ▪ Madison, MS

OWNER / MANAGER

Apr 2002-Dec 2005

Supervised teams while accomplishing projects for residential homes and commercial businesses. Negotiated with advertisers, real estate agents, homeowners, business owners, and builders to start new business. Performed cold calling to generate new accounts. Served as member of the Home Builders Association of Mississippi. Developed and cultivated relationships with clients to ensure repeat business.

- **Received an offer to be a real estate agent** after completing the construction project for broker with Mossy Oak Properties
- **Attained 100% commission**

EDUCATION AND CREDENTIALS

BACHELOR OF BUSINESS ADMINISTRATION, MAJOR IN ECONOMICS

University of Mississippi ▪ Oxford, MS: 2008

Chancellor's List Scholar

Sales Person Pre- and Post-License | Appraisal Fundamentals | Uniform Standards of Professional Appraisal Practices (USPAP) | Report Writing I and II | Broker A
Mississippi Realtor's Institute ▪ Flowood, MS: 2005

PROFESSIONAL AFFILIATIONS

Furniture Today
Chamber of Commerce- Madison County
Chamber of Commerce- Ridgeland, Mississippi

COMMUNITY INVOLVEMENT

Volunteered for Ole Miss Entrepreneurs and Leap Frog, an after-school program for underprivileged children