

KIMBERLIN SAWYER

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Professional Summary

Account Manager with extensive industry experience in products, vendors, price negotiations, importing, assessing clients needs and building strong, solid, long lasting relationships. I thrive in a fast paced, positive, team atmosphere. I have excellent interpersonal and time management skills.

Skills

Energetic and Driven

Strong Interpersonal Skills

Positive, Enthusiastic, Dependable

Resolution Oriented

Effective Listener

Self Sufficient and Proactive

Tolerant and Flexible

Multiple 'Employee of the Year Award' recipient

Motivated Team Player

Superior Organizational Skills

Strong Analytical and Problem Solving Skills

Leadership and Management Skills

Adaptability and Ability to Work Under Pressure

Work History

Order Entry Specialist/Customer Service

10/1990 to 06/1993

Holloway Sportswear – Jackson Center, Ohio

I began my career in the promotional products industry with Holloway Sportswear. I performed customer service and order entry for both the sporting goods industry as well as the ad specialty industry. I was also responsible for physically changing orders during the production phase on the factory floor. This position required extensive prioritization of tasks and projects to meet extremely tight deadlines as well as a very focused level of attention to detail.

Client Service Representative

07/1993 to 01/2006

Shumsky Enterprises – 811 E. Fourth Street Dayton, Ohio

My career with Shumsky Enterprises began in the order entry/customer service department. I successfully supported twelve outside sales representatives which included all order entry, customer service with both external and internal clients, vendor relations and accounting functions. This position offered the opportunity for extensive growth within the organization. I was promoted within two years to Account Manager providing support to our National Accounts department. After performing account management duties for five years, I was again promoted to our fulfillment center working side by side with our President of Fulfillment. This position afforded me with a high level knowledge of inventory management and control as well as merchandising. I also annually managed and attended off site client trade shows where I was responsible for merchandising and selling brand compliant promotional products.

Vice President of Operations

01/2006 to 07/2007

Touchstone Merchandise Group – Mason, Ohio

My duties included managing a staff of 15 employees which comprised of Custom Product Specialists, the on-site embroidery department as well as the warehouse staff. I also performed high level account management and attended several industry trade shows. I was involved in price negotiation, terms of sales and service agreements. I was also responsible for project management of all direct custom overseas projects some of which resulted in \$850,000 in revenue. During my career at Touchstone, I successfully managed and trained the staff during the transition from Quickbooks to the Profitmaker order entry, inventory management and accounting system. This position required a high level of toleration and flexibility for different internal situations.

New Business Development Account Manager

12/2007 to Current

Shumsky Enterprises – Dayton, Ohio

I returned to Shumsky Enterprises December 2007. Upon my return, I was responsible for managing both the Client Service department of seven as well as the Fulfillment Center staff of four. Within this position, I was given the opportunity of interviewing, hiring, and training new employees as well as mentoring my existing staff. I made a decision in 2011 to move into our New Business Development department as an Account Manager. My day to day duties currently include conducting face-to-face client visits with our Global Director of Sales. I consult daily with existing clients to supply appropriate products

and services to accommodate their needs which includes managing a portfolio of 25 accounts and \$3,000,000 in sales. I am responsible for managing a Fortune 500 company's strategic brand building event semi-annually resulting in \$100,000 in sales. Managing these events include merchandising, negotiating pricing with vendors, creating marketing solutions and selling product at the events. I also manage custom overseas projects which total over \$800,000 in annual sales. I am currently also overseeing the successful launch of 5 new e-commerce stores simultaneously. This position is highly visible within the organization and requires an extreme level of high touch customer care.

Education

Attended one year: Business Management

Edison State Community College - Piqua, OH

Attended one year: Business Management

Sinclair Community College - Dayton, OH