

Craig W. Bell

Home address

Cell: 720-585-4962
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16292 West 13th Avenue
Golden, CO 80401

Objective: To bring experience to your company, as I believe my employment at your place of business would be an asset to the company. I thrive in the field of work that has been my lifelong career, and I am very hopeful that a position would be available for me, as I am most productive in my familiar place of occupation. I know you would be pleased, as I would, to be a part of a strong, hardworking company like yours. Please give me your consideration, as I would be immensely grateful for an interview.

Education:

Associates Degree in business
Phoenix College, Phoenix, AZ

Work Experience:

Pioneer Pharmacy

3895 Upham Street, Ste 060
Wheatridge, Colorado 80033
303-252-7990
Feb/2011-present

Assistant Delivery Manager

Management of deliveries of all classes of prescription medications to assisted living residences and rehabilitation facilities. Since receiving a promotion to a managerial position, I rarely make deliveries, only in a stat or emergency. I manage the servicing of delivery vehicles, drivers, and destroy all returned prescriptions, among other assignments.

Manager: Jay Brendal
303-513-5126

Stringer Lumber Company

18 Lyman Stringer Blvd. McDonough, GA
770-957-6663
Feb/1999-Nov/2010

Manager/Owner: Lyman Stringer
770-957-6663

Manager, Purchasing agent for hardware, roofing materials, and basically all building materials sold.

Handled all daily operations, including managing the warehouse shipping and receiving activities, managed a crew of 7-10 employees, including the truck drivers and warehouse personnel.

Keyed locks, for large or single orders

Acquired a substantial number of repeat clientele, some all custom orders, some needing only an item, but guaranteeing their orders would be on time, and at the quality of the company standards, which were strict and as they should be for a great product.

I Secured store and warehouse at closing

Used company software programs to record daily sales, and reordering product.

Trained employees on all company policies, and also taught OSHA rules and standards

John's Millwork

Norcross, GA

Feb/ 1998-Feb/1999

Inside Sales and Purchasing

Dyke Industries

Norcross, GA

Feb/1997-Feb/1998

Inside Sales and Purchasing

Skills:

Began working at family owned door, trim, and cabinet shop at age 15

25+ years in door and trim business, residential and commercial

Vice President of Doors Unlimited Inc. for 12 years, then started the trim and hardware company, Desert Door and Trim Inc., which I had for over 10 years before relocating to Atlanta,GA. managed crew of 10-20 employees, working closely with Doors Unlimited for sales, and installation of doors, trim, and hardware.

Sales Manager with an impressive number of clientele

Excellent Customer Service skills, always a problem solver, mediator, instructing on team work

Organizational skills, even tempered and fair

Completes projects, assignments, goals before time line, deadline

Manages, supervises others in assertive, but fair, courteous manner

Self-starter, respects peers and upper management ideas and agendas

References available upon request

I am available at any time, and look forward to meeting you.

Sincerely,

Craig Bell