

Charles Bunn

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Operations, Facilities, Exterior Services, Construction & Business Development years of achievement driving revenue, profit margins and customer service for top companies across multiple industries who can spur top-line revenue growth while streamlining internal processes to best grow P&L. Creative growth strategist who can generate new business, build trusted relationships with major clients, and drive sales in both new and established markets. Customer-focused professional who balances client satisfaction with corporate goals of growth and profitability.

Authorized to work in the US for any employer

Work Experience

Independent Contractor

Imageone Industries - Bensalem, PA

September 2022 to December 2022

I was called back to assist and support the Facilities Services team with their accounts, handling procurement, compliance, vendor management, invoicing and billing.

Senior Procurement Manager

ImageOne Industries - Bensalem, PA

May 2019 to December 2021

Responsible for the development, training, management and maintenance of the Procurement and Compliance Team and their procedures. Develop, execute and maintain procurement and compliance processes. Responsible for hiring all sub- contractors, vendors and suppliers, purchasing all equipment and materials necessary for every project. Ensures all Subs, vendors and suppliers are compliant, issues all contracts, waivers and purchase orders. Approves and processes invoicing. Manages office of 15 Project Managers, Buyers and Admins.

Maintains office supplies, cleanliness and decor.

Project Manager

Image One Industries - Bensalem, PA

June 2016 to May 2019

I worked as a Project Manager in the Graphics & Imaging Division where I managed a Portfolio of stores for various major retailers handling their regular and seasonal Graphics changes in each retail location.

Prior I worked as a Project Manager and Buyer in the Construction Division supporting Commercial Re-Branding and remodels.

National Account Manager

Shields Facilities Maintenance - Moorestown, NJ

January 2015 to November 2015

Managed the execution and delivery of a broad range of facilities services for major clients. Presided over business relationships with clients ranging from Fortune 100 companies to small businesses, ensuring complete fulfillment of customer needs while pursuing opportunities to grow account volume and revenue. Overseen all administrative processes, including preparation and coordination of monthly financial close. Focuses on both internal efficiency and service quality in field and office operations. Worked side by side with Accounts Payable managing the invoicing process for all accounts. Ensured exemplary service quality and complete fulfillment of client needs, helping to attain top client retention rates throughout territory.

Business Development Manager

About Time Snow - Southampton, PA
August 2014 to November 2014

Created and maintained new client relationships for snow and ice removal. Attended Snow and Ice Management School.
Operations Manager

Operations Manager

Clean Tech Services, Inc. - Philadelphia, PA
November 2013 to July 2014

Directed 4 Area Managers in the delivery of world-class client service to 30+ customer accounts. Drove new account revenue while establishing trusted relationships with high-profile customers, including some of the company's largest and most profitable clients. Managed inventory, led audits and inspections, and coached all field teams in OSHA standards.

Customer Service Lead

USM Inc. an EMCOR Company - Norristown, PA
October 2005 to April 2013

Grew a 20-location account into a \$4M, 435-location account, building a trusted business partnership to generate exponential sales growth and establish one of the company's largest and most lucrative accounts. Engaged senior client decision-makers to understand business needs and aligned with USM's service suite, driving mutual-value sales that advanced client goals while producing new company revenue.
Operations:
Tracked and monitored the fiscal health and performance of company operations at 1,200+ client sites, ensuring adherence to established schedules and budgets to maximize P&L. Led the review, assessment, and continued coaching of staff members, maximizing both their performance and potential. Ensured accountability, organization, and transparency in company's accounting and bookkeeping processes, overseeing both client invoices and vendor payments.

General Manager

Blockbuster Inc. - Abington, PA
January 2002 to October 2005

I worked as a General Manager in Retail and Restaurants for over 30 years including as a GM for Blockbuster Video, Wawa Food Markets, Saladworks Cafe, Encore Books & Music and The Papercutter.

Education

Some College in Business Administration

Somerset County College - Somerville, NJ

Skills

- Procurement management
- Portfolio management
- Branding
- Vendor management
- Facilities maintenance
- Sourcing
- Procurement
- Supply chain
- Purchasing
- Business development
- Project management
- Account management
- Forecasting
- Profit & loss
- Budgeting
- Merchandising
- ERP systems
- Management
- Financial report writing

Certifications and Licenses

Hamburger University

August 1986 to Present

Graduated 2nd in my class from Hamburger University.