

David Horn

Looking for a career change doing something I am passionate about.

Enon, OH

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Seeking employment that allows me to grow professionally, while being able to utilize my skills for the betterment of the organization with the best use of my dedication, determination and resourcefulness.

Vast knowledge of assorted computer programs and systems. High-energy, enthusiastic and dependable individual who excels in challenging and competitive environments with strong organizational skills and problem solving.

Work Experience

Office/Sales Manager

Spiegler Performance Products - Dayton, OH

June 2005 to Present

Responsibilities included: Overseeing all day to day operations and performance, such as orders placed by vendors and retail customers, entering all orders into Quickbooks. Ensuring all orders to production processed in a timely manner while maintaining quality control, shipping and customer service. Responsible for receiving and purchasing, marketing, contacting and setting up new dealerships. Extensive use of computers and assorted programs, including Quickbooks, Excel and Word. Traveling to yearly trade shows to exhibit products and recruit new dealers, instruction to current and potential dealers on the benefits of using our products and building strong relationships with clients. Responsible for company payroll and annual inventory.

Machine Operator/Inventory Control

Meyer Plastics Inc - Dayton, OH

October 2003 to June 2005

Responsible for running and maintaining all machinery. Fabrication and quality assurance of parts ordered and being delivered to customers. Figuring proper yield on all orders to achieve the best possible use of materials being used. Inventory control of all stock, forecasting future needs based on supply and demand, and proper storage of all materials. Daily receiving and shipping of materials.

Store/General Manager

Indian Motorcycle of Dayton - Dayton, OH

November 2001 to May 2003

Responsible for operating a profitable and efficient store. I accomplish these objectives through the use of proper purchasing procedures, inventory control, staff utilization, security, pricing, merchandising, displaying and advertising. I was also responsible for forecasting goals and objectives and working with all employees to ensure timely turnaround of parts needed. Preparing and administering and annual budget for the parts and merchandise department. Understanding and staying informed of and complying with federal, state and local regulations affecting sales and service. Directing

and scheduling the activities of the department. Handling customer complaints. Developing sales promotions. Analyzing sales, gross expense and inventory on a monthly basis to maintain profit goals. Assisting in the collection of past due accounts. Responsible for daily purchasing of product from various distributors to fill customer orders and in store stock, processing purchase orders, prepare and review quotes, examining bid proposals, customer service, warranty claims, and product receiving. Using assorted computer programs to facilitate purchasing. Inventory control and maintaining inventory levels according to supply and demand. Daily communication with Indian Motorcycle, American Iron Horse Motorcycle and various after market distributors to resolve problems, initiate a new procedure, check product availability, price, or to inquire on any new products or developments. Running daily and monthly closeouts and reports. Monitoring profit and loss margins and part movement to increase sales, generate positive margins, and produce a profit. Checking in and inspecting new bike units delivered from factory.

OEM Parts & Purchasing Manager

Competition Accessories - Springfield, OH
1993 to 2001

8 years of experience as a Buyer/Purchaser in one of the largest motorcycle mail order/dealerships in the U.S. Daily purchasing of products from 6 Original Equipment Manufacturers which include Honda, Yamaha, Suzuki, Kawasaki, Ducati and BMW. Expediting and Scheduling of material and projects. Using assorted computer programs to facilitate purchasing. Inventory control and maintaining inventory levels according to supply and demand. Maintain and process customer orders to achieve constant flow to warehouse for picking and shipping. Maintain and operate computer systems for the 6 OEM's. I was also responsible for opening the building and running all morning procedures before startup. Daily communication with the 6 OEM's to resolve problems, initiate a new procedure, check product availability, price, or to inquire on any new products or developments. Directing problems with product availability pertaining to customer's orders to order takers so notification of the customer can take place.

Computer Specialist

Computer Central Corp - Dayton, OH
1991 to 1993

Main responsibilities were data conversion, computer maintenance, troubleshooting, programming, compiling various reports and figures, scanning of material and data, proof reading, customer service and delivering finished product to customer.

Education

Associate

Certifications/Licenses

Driver's License

Additional Information

I have over 20 years experience in the Power Sports/Motorcycle Industry. Vast experience and knowledge with OEM parts and accessories, various dealer computer programs and procedures. I have a Level 1 MAPS certification in management from Honda Motor Company and knowledge of assorted computer programs and systems.

I am highly motivated, dependable and thrive in fast paced work environments. My work history has led me to enjoy the challenges of problem-solving, attention to detail and working on teams and independently. Entering the Air Force after high school instilled a high level of dedication, maturity, and the value of teamwork.