

# SEAN P. KELLY

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*Former Dispatch Manager in niche distribution company, processed payroll, managed terminal in New York.  
Possesses a B.A. in Liberal Arts, proficient in the use of computers, would require minimal technological training.  
Recently relocated to Colorado to begin new career in Boulder or the surrounding area.*

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## PROFESSIONAL EXPERIENCE

### **GATEWAY DISTRIBUTION INC., Cincinnati, OH**

Dispatch Office Manager, August 2016 – November 2018

- Managed 7 dispatchers, 40 drivers
- Coordinated weekly & multi-week routes across the continental US for freight deliveries
- Implemented new processes resulting in efficiency of time and more streamlined weekly routing
- Processed payroll and oversaw scheduling for dispatch office in addition to drivers
- Worked alongside suppliers, fulfilled requests and planned deliveries with end users
- Covered for New York terminal manager in his absence, 3-4 weeks each calendar year
- Communicated with brokerages for back haul loads- negotiated terms, rates & contracts

### **DELT SERVICES, Greeley, CO**

Inventory Specialist, September 2015 – May 2016

- Tracked and controlled high level of physical inventory in fast paced environment
- Utilized computer programs to perform audits and document product movement
- Was responsible for purchasing and communicating with third party suppliers
- Followed strict protocol to store products and efficiently organize inventory

### **XPEDX/VERITIV, Colorado Springs-Denver-Boulder, CO**

Packaging Sales Professional, April 2013 – May 2015

- Serviced large territory cold calling & maintaining market share in Colorado
- Provided sales support for veteran outside representative
- Promoted to own Northern Colorado territory after one year, asked to move with the company
- Graduated from prestigious and rigorous SOAR sales training program, 9 months traveling across the country to headquarters, various divisions and production plant locations
- Conducted equipment sales of +\$100,000 to Breckenridge Brewery Co. & Rodelle Spice Co.
- Maintained and grew a colleague's largest account for over a year during her medical leave while growing my own territory

### **OAKLEY INC., Monroe, OH**

Sales Associate, March 2011 – April 2013

- First Associate in store history to achieve bonus, sold \$10,000+ in a single month, part time
- Recognized as highest producer in multiple months, sold \$20,000+ in a single month
- Gained repeat customers, completed product + sales training and maintained store appearance

## EDUCATION

### **BOWLING GREEN STATE UNIVERSITY, Bowling Green, OH**

Bachelor of Liberal Arts, 2012

- Sigma Phi Epsilon Fraternity, Ohio Kappa Chapter
- Varsity Men's Lacrosse Team