

Johnny Hartmann

510 Huntington Hill - Edmonton, AB
jhartmann@shaw.ca - (780) 913-9892

To obtain a challenging and long-term position, where my experience and knowledge can be an asset to my employer and I have the opportunity to learn in this field.

WORK EXPERIENCE

Inside Sales Representative

Commercial Solutions Inc - Nisku, AB - January 2014 to Present

Duties consist of sales, quotations and order entry for order desk. I was also responsible for customer relations, coordinating deliveries with production.

Inside Sales Representative/ Major Quotations Dept.

Meridian Valve - Edmonton, AB - 2011 to 2012

Duties consist of sales and budgetary quotations and order entry for Major Project Sales, as well as purchasing for these orders. I am also responsible for customer relations, dealing with purchasing departments, engineers and end-users. As a part of my responsibilities with orders, I am also required to arrange final documentation, test reports, etc. with the documentation department. As well as marshaling, expediting and arranging shipments of products.

Customer Service Representative

Midfield Supply ULC - 2008 to 2011

Duties consist of sales, quotations and order entry for order desk. I was also responsible for customer relations, coordinating deliveries with production.

Inside Sales Representative/ Major Quotations Dept.

Duties consist of sales and budgetary quotations and order entry for Major Project Sales, as well as purchasing for these orders. I am also responsible for customer relations, dealing with purchasing departments, engineers and end-users. As a part of my responsibilities with orders, I am also required to arrange final documentation, test reports, etc. with the documentation department. As well as marshaling, expediting and arranging shipments of products.

Inside Sales Representative

Duties consist of quotations and order entry for day-to-day and project sales, as well as purchasing for these orders. Primarily focused on, but not limited to valve products, I also deal with pipe, fittings, and flange quotations and orders. I am also responsible for customer relations, dealing with purchasing departments, engineers and end-users. As a part of my responsibilities with orders, I am also required to complete final documentation, test reports, etc. As well as marshaling, expediting and arranging shipments of products.

Customer Service/Project Manager

Westlund Industrial Supply - 2004 to 2008

Originally hired for inside sales, where duties consisted of quotations and order entry for day-to-day sales and purchasing for orders. Promoted to Project Manager with similar duties on larger scale projects requiring knowledge of reading valve specifications and piping designs, as well as an understanding of contract terms

and conditions and commercial requirements. Responsibilities also included expediting, scheduling and quality control for these projects. Also called upon as a technical consultant for the region regarding valve knowledge.

Driver/Shop hand/Quality Control

Score Energy - 2003 to 2004

Pick up and delivery driver, inventory control, helping with valve manufacturing and using specialty measurement equipment for quality control.

Inside Sales Representative

Integris Metals Ltd - 2001 to 2003

Responsibilities consisted of quotations and order entry for day-to-day sales and purchasing for Engineered Products division specializing in valves, but also included pipe, fittings and flanges on a regular basis.

M.A. Stewart & Sons Ltd.

1997- 2001

Warehouse/Inside Sales Representative

Originally hired for warehouse duties consisting of picking orders, Material Test Reports and shipping & receiving. Promoted to Inside Sales position where responsibilities included Customer service, order entry and contacting valve suppliers for Material Test Reports.