

John Smith

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Industrial supply representative with superior valve knowledge and 17 years of experience with valves, pipes, fittings and flanges .

Highlights

- Served as technical consultant for the Western Canadian region providing expert level valve knowledge for large national corporation
- Extensive experience managing large industrial projects, including ordering, expediting, and managing complete supply of all valves required for the Amec Debeers mine
- Developed a reputation, industry wide, for being able to source hard to find items even after competitors had failed
- Superior customer service skills directly resulting in multiple "Supplier of the Year" awards being given to our company by one of my clients

Career History:

Company A

January 2014 to present

Inside Sales Representative

- Sales quotes and order entry
- Customer relations
- Coordinating deliveries with production

Company B

2011 to 2012

Inside Sales Representative

Major Quotations Department

- Sales and budget quotations
- Order entry for major project sales
- Sourcing, purchasing, and coordinating for major project sales
- Liaised between purchasing, engineers and end users to co-ordinate and ensure complete satisfaction with end product
- Arrange final documentation and test reports for major project sales
- Marshalling, expediting and arranging shipment of products

Company C

2008 to 2011

Inside Sales Representative

Major Quotations Department

- Sales and budget quotations for major project sales and day to day sales including valves, fittings, flanges and pipe
- Sourcing and purchasing product for major project sales
- Customer relations
- Co-ordination between engineering, purchasing and end users for day to day sales, project sales, and major project sales
- Arrange final documentation and test reports for major project sales
- Marshalling, expediting and arranging shipment of products

Company D
2004 to 2008

Customer Service Representative
Project Manager

- Originally hired as a customer service representative, I was promoted to project manager after the first year
- Directly instrumental in the receipt of multiple "Supplier of the Year" awards from my client, Nova Chemicals
- Served as technical consultant providing valve expertise for the Western Canada region
- Quotations and order entry
- Sourcing and purchasing supplies for order
- Contract review management, ensuring all terms, conditions, and commercial requirements are met
- Read valve specifications and pipe designs
- Expediting, scheduling, and quality control for projects

Company E
2003 to 2004

Driver/Shop Hand/Quality Control

- Pick up and delivery driver
- Inventory control
- Assist with valve manufacturing
- Conducting quality control measurements

Company F
2001 to 2003

Inside Sales Representative

- Quotations and order entry for day to day sales
- Purchasing for engineered products division, specializing in valves but also including pipe, fittings, and flanges on a regular basis

Company G
1997-2001

Warehouse/
Inside Sales Representative

- Originally hired for warehouse, but promoted to inside sales representative
- Customer service and order entry
- Liaise with valve suppliers to obtain Material Test Reports
- Picking orders, Material Test Reports
- Shipping and receiving

Programs Used:

- Microsoft Office (Word, Excel, Outlook, Powerpoint)
- SAP, Trend, Rinax, Autopoint
- AutoCad

Courses and Certification

- Customer Driven Leadership course taken through Emco
- Maintained Forklift Instructor Certification for 10 years
- Basic Emergency and Infant First Aid
- CPR
- Kaverit Hoist Safety course
- Canada Crane Riggers course
- TDG & WHMIS