

KEVIN ALLEN

Alberton, Montana

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Sales Professional

Summary of Qualifications

- 11 years' experience in the automobile market for new and used car dealerships, including sales, inventory control, transactions and title processing.
- Dedicated and hard-working professional with the ability to multi-task effectively, adhere to time and budget constraints and respond to time pressures and deadlines.
- Develop rapport with business associates and customers resulting in proven excellent customer service by offering incentives and creative solutions resulting in customer satisfaction and effective referral system.
- Accelerated production and sales through people skills and assisting peers to complete projects.
- Creative thinker and problem solver with the knowledge to identify, acquire and develop accounts and to understand the customers' needs.
- Well-established local resident with strong ties to the community and local businesses.
- Knowledge and drive to promote sales through networking.

Professional Experience

Adecco Engineering & Technology

2017

Technician

- Worked with and around medical products under the direct supervision of a CareFusion Representative
- Highly presentable and professional while performing work in front of customers.
- Professional attitude towards CareFusion Rep, CareFusion client and fellow associates.
- Possessed manual dexterity, along with computer skills sufficient to enter data on a laptop computer.
- Accurately entered displayed information into computer program at a high level of productivity.
- Worked independently with minimal supervision. Completed projects.

BDS Marketing/Set and Service Resources

2014-2017

Merchandiser

- Complete projects to include sets, resets, cut-ins, displays, installations, surveys, audits and document proof of completion by submission of reports via smart phone, home computer and Internet download processes.
- Promote and order clients' products in a timely manner.
- Foster a positive working relationship between store management and employees.
- Assist retail customers with courtesy and care, resulting in customer satisfaction.
- Showcase clients' products by explaining features and benefits to retail customers.

Roses & More, Inc.

2008-2012

Missoula Operations Manager (Promoted from route delivery driver)

- Oversaw route distribution and dispatched six delivery drivers in Montana, Idaho and Wyoming.
 - Trained, hired, mentored and terminated employees and administered employee paperwork, including time cards, manifests and log books.
 - Scheduled maintenance on fleet company vehicles to ensure compliance with state laws.
 - Maintained positive customer relations, retained existing customers and recruited new customers.
 - Processed invoices and monies received and reported deposits to corporate office.
 - Attended managers meetings and reported to company president via Skype.
 - Held quarterly meetings with delivery drivers to ensure compliance with DOT regulations, discuss company policies and procedures and any other issues that arose in the workplace.
 - Supervised operations and maintenance of Missoula office and warehouse.
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Delivery Driver

- Picked up and delivered floral products from Missoula to all areas of Montana, southeast Idaho and western Wyoming; processed transactions and service requests; invoiced and kept records of deliveries; received currency; accepted exchanged/returned products; built and maintained positive customer relations.

Fairway Auto Sales

2001-2006

Automobile Wholesale Representative

- Marketed wholesale automobiles, including inventory control and monitoring; approved incoming deliveries; oversaw reconditioning of inventory in preparation for sale; implemented sales and marketing strategies in a fiercely competitive and declining market.

Additional Sales Experience

Homes America – Missoula, MT

Sales Representative of Manufactured Homes – 2 years (went out of business)

Jolly Wholesale, Inc. – Missoula, MT

Automobile Wholesale Representative – 5 years (went out of business)

Missoula Nissan-Hyundai – Missoula, MT

Automobile Sales Representative – 1 year

Frosty Refreshments – Missoula, MT

Owner / Manager

- Founded and managed successful retail sales company specializing in frozen dairy products which included development and maintenance of a Ben & Jerry's route in western Montana.
- Monitored inventory and sales, ordered and purchased products, negotiated agreements with vendors, and handled all aspects of business.
- Represented national and regional corporations by introducing, marketing, and maintaining shelf presence of products in western Montana and promoting the growth and profitability.
- Local "ice cream man" which necessitated good rapport with the community.

Training

- Joe Verde Sales and Management Training
- Steve DePiro's *One-on-One* Sales Coaching seminar

Technology

- Knowledge of Windows software applications, Outlook, Excel, GPS logistics, Internet file share programs and social media.