Jeremy L. Jones

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Objective

To become a valued member of a organization, where I can utilize my leadership experience and business development skills towards personal, professional and company growth.

Qualifications

-Five years of experience of fine dining restaurant management.
-Four years of Sales Management experience for a Fortune 500 company.
-Design and implementation of management systems, administrative policies, operational procedures.
-Strong interpersonal skills
-Proficient in computer skills, such as Outlook, Publisher, Power Point, and Excel.
-Strong organizational and planning skills

Work History

10/2004 to Present District Sales Manager, Sysco Corporation, Memphis, TN

Responsible for recruiting, training and assisting Sales Representatives in achieving company goals by meeting or exceeding sales plan and gross profit. Ensure that receivables are collected and managed in accordance with credit policy. Work with Sales Representatives on a weekly basis to assist in development and penetration of existing accounts and to prospect new business. Establish district sales goals and monitor achievement regularly. Conduct district sales meetings to communicate company objectives, news, and updates on performance. Perform quarterly performance reviews for all Sales Representatives. Act as a effective liaison with all other departments within the company. Perform administrative functions such as maintaining personnel files, monitor contracts for large accounts, and submit weekly field reports.

11/2000 to 10/2004 Sales Representative, Sysco Corporation, Memphis, TN

Maintain relationships with existing accounts assigned and develop new accounts in assigned territory. Responsible for collecting accounts receivable in all accounts within the assigned territory. Responsible for marketing and demonstrating both current and new products to existing customer base as well as prospective customers. Maintain up-to-date knowledge of product lines, services, and change market trends. Achieve sales goals and profit within the assigned territory.

5/1997 to 10/2000 General Manager, Paulette's Restaurant, Memphis, TN

Director of daily operations with annual sales of 2.5 million dollars. Oversee the activities of three assistant managers and support staff of fifty. Other duties included all hiring and training of personnel and human resource management for all employees. The General Manager positions was responsible of all purchases, inventory control, menu development, wine list development, banquet planning, and publishing a P&L statement monthly.

1/1994 to 5/1997 Assistant Manager, Paulette's Restaurant, Memphis, TN

Assisted General Manager with daily operations, scheduling of staff, training and liquor and wine inventory control. Responsible in monitoring the staff in stay in compliance with company standards of service.

Education **University of Tennessee at Martin, Business Management**
University of Memphis, Business Management

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Awards Received

20/20 Club Member, Sysco Corporation 2000, 2001
President's Club Member 2000
Chairman's Club Member 2001
District Manager of the Year 2007

Computer Skills

Microsoft Word, Excel, Power Point, & Publisher

References

Upon Request