

# ROBERT SMITH

## Wholesale Coordinator

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Wholesale Coordinator is responsible for Processing payments for all phone/email orders and advance notice ship dates, Ordering FHA case order number when required; maintaining awareness of all legal regulations relating to processing loan to other Wholesale Coordinators/, Organising warehouses and assisted co- workers on outside landscape, Cleaning and providing a safe, clean, and secured facility.

## EXPERIENCE

### Wholesale Coordinator

#### ABC Corporation - JUNE 2010 - JUNE 2011

- Call existed accounts to increase repurchase rates.
- Maintained Communications with Wholesale Partners.
- Developed relationships with key suppliers to ensure timely delivery of products and services.
- Ensured that all sales are done in a timely manner.
- Identified new opportunities to grow the business through marketing and sales promotions.
- Worked with the Salesforce to identify new opportunities.
- Worked closely with marketing team to develop promotional campaigns and content for the website, social media and other channels.

### Wholesale Coordinator

#### Delta Corporation - 2007 - 2010

- Monitored Wholesale Partner Effectiveness.
- Managed Billing and Receiving of Wholesaler Payments -.
- Whole sale coordinator take orders Process requests Send emails , invoices Send shipping boxes out Coordinating local biscuit sales Bag merchandise.
- Develop wholesale accounts by meeting with potential clients and nurturing existing wholesale relationships.
- Create systems to accurately and quickly respond to changing wholesale needs.
- Managed invoices and ordering.
- Wholesale business has grown threefold under current management.

## EDUCATION

- High School Diploma

## **SKILLS**

Business Development, Business Analysis, Communication, Negotiation, Problem Solving, Detail Oriented, Strategy, Organization, French, English, Languages, Customer Relationship Management.