

KEVIN J. HILL

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Objective:

To work with people for whom I can utilize my service and management skills to the benefit of my clients, my company and myself. I am looking to work in an environment that is steady, enjoyable, intellectually stimulating and personally fulfilling and which I can remain in long term.

Employment

PROMOTIONAL PRODUCTS SPECIALIST

MARCH 2015 – PRESENT

Office Basics, Moorestown NJ 08057

Establishing an entire division of sales in the promotional products field. Steady growth each year with top fortune 500 companies. I work with current sales reps to build their book of business. Maintaining high margins for sales. I schedule meetings, set up appointments, manage quotes and sales for clients. I am in charge of invoicing clients and then, in turn, invoice factories. I have built relationships with different suppliers to get the most aggressive pricing available. I have also taken over the CUSTOM PRINT division (Business cards, envelopes, letterheads, etc) and have been working on that in tandem with the promotional field. I run both divisions, handle calls/emails, quotes, samples sales as well as the billing side. I work extensively with Microsoft Excel, Microsoft Word, and Navision.

ACCOUNT REPRESENTATIVE

MARCH 2007 – NOVEMBER 2014

Artcraft Promotional Concepts, Moorestown NJ 08057

I am responsible for building and maintaining relationships with various companies across the country in a high volume customer sales position. As a top ranking associate I manage accounts for several of our top tier companies. I possess strong service and organizational skills which has often been noted not only by my supervisors, but by colleagues and customers. I work extensively with Microsoft Excel, Microsoft Word, and Compass.

SENIOR DEPARTMENT SALES MANAGER

MARCH 2000 - MARCH 2007

Sam Ash Music, Cherry Hill, NJ 08002

Worked in a commission based sales position as well as in management. Was responsible for opening and closing of the store, cashiering, staff management, inventory maintenance and warehouse control. Several honors were awarded to me including local, regional, and national sales associate of the month.

OFFICE ASSISTANT

JUNE 2005 - NOVEMBER 2006

DiStefano Construction, Morrisville, PA 19067

Worked in a data entry and clerical position. Was responsible for filing customer reports, answering and returning customer phone calls, office organization and various other secretarial duties.

HEAD COOK

MAY 1995 - MARCH 2000

Friendly's Restaurant, Cinnaminson, NJ 08077

Worked both in and out of the kitchen. As Head Cook I was responsible for the management of the line as well as ensuring a good relationship with the front of house staff. Additional duties included but were not limited to inventory management, staff management, customer service, cashiering, answering phone calls and placing food orders.

Education

BACHELOR'S OF MUSIC (JAZZ STUDIES)

CLASS OF 2000

Certification

BASI AND MASI CERTIFICATIONS

