

TIFFANI ATKINS

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Supply Chain Management

To obtain an Supply Chain Management position that would provide me an opportunity to utilize my work experience in sales, in addition to my academic knowledge in sourcing, procurement, negotiations to add value to the company by improving and streamlining the business processes.

Education

Post Bachelor of Business Administration Supply Chain Management, December 2010

University of Houston-Downtown

Bachelor of Business Administration Marketing, 2005 - Texas Southern University,

Jesse H. Jones School of Business

Accomplishments

- **Highly motivated...**grew the Dallas territory by adding over 250 new clients, including increasing sales per client of \$100-40K annually.
 - **Independent thinker...**developed and managed customer accounts customizing new uniform programs to increase sales volumes from 10%-75% from 2007-2009.
 - **Risk taker...**identified low performing products in the Texas market, and re-developed strategies to promote buying trends, maintaining a consistent revenue trend of more than 10% quarterly.
 - **Customer Oriented...**consistently reduced lost business from 14%-8% to ensure compliance with service agreement, and customer retention.
 - **Innovative...**recognized for individually creating and restructuring the Facility Service Products for the entire location, as a result I set the standard process to reduce cost by \$15,000 per month FY 2006.
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Professional Experience

RGIS INVENTORY –Ft. Worth / Houston, TX
District Manager /Area Manager in Training

2009

Managed weekly projections, and strategic planning of district operations. Responsible for recruitment, retention, and development of local inventory teams. Monitored accuracy and performance through the use of custom reporting systems ensuring that accuracy remains the first priority in inventory execution.

- Workforce planning/scheduling of 100 – 150 employees for inventory contract assignments.
- Timely forecasting of weekly sales/gross projections allowed for concentration and improvement to those accounts that did not meet company or contract standards.
- Facilitated team leader training resulting in better communication to auditors decreasing no-show factors and improving hourly retention and customer satisfaction.

CINTAS CORPORATION – Dallas, TX
Catalog Sales Manager/Trainer

2007 – 2009

Achieved sales goals and increased client purchases by identifying and cultivating new business relationships resulting in over \$750K in sales FY2008 exceeding gross profit objective by 18%. Demonstrated success in pinpointing client needs and managed 32 Service Sales Representatives providing training, coaching and accountability for the Dallas Metro-Plex locations resulting in individual sales growth of 5% per route, per partners' individual performance.

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- Developed and implemented strategic suppliers and negotiated contract agreement to reduce the number of vendors from 200+ to a group of 55 core partners to achieve revenue objective of \$1 million in sales and reduced expenditures while ensuring budget gross profits.
- Organized meetings with new and established clients and performed sales presentations that provided clients with information about uniform purchasing.
- Catalog Sales grew 10% greater than the previous year. Identified an opportunity to cut Shoe Mobile cost by analyzing the impact of adding or removing SKU's from inventory, significantly reducing merchandising cost by 25%, and consolidated the inventory management process.

Management Trainee/Lost Business Champion

2005 - 2007

Completed a fast paced management trainee program, which included on-the-job experience with in a Uniform Rental Facility location. A two year rotational program; to help develop strong leadership capabilities, management responsibilities, pairing with seasoned management professionals, as well as periods of high-intensity classroom training and self-instruction.

- Worked strategically with management in various departments to improve business procedures focused on Office Administration, Production, Service, and Sales.
- Prepared rental or lease agreement, renewals, quotes, and bids to meet specific needs of clients.
- Implemented new policies and procedures including various initiatives designed to increase customer loyalty and services.
- Reviewed and negotiated customer contracts, follow-up on renewals for compliance of company guidelines and procedures.
- Organized and maintained the Facility Service Products, reduced cost of goods by 14% within 6 months.
- Maintained inventory levels, verified available stock, tracked deliveries, and insured shortages were processed to determine turnaround time.

OFFICE DEPOT – Richmond, TX

2004

Retail Management Intern/Customer Experienced Officer

- Supervise product inventory; verify quantity and quality of products received.
- Recommend, select, and obtain merchandise based on customer's needs and desires.
- Managed front cashiers in areas of cash registers, returns, voids, and shift breaks.
- Interface directly with customers to provide assistance regarding service, product, or personnel.

WALGREENS – Pearland, TX

2003

Retail Management Intern

- Provided excellent customer service, product knowledge and basic product placement to help sell product of the month.
- Assisted with marketing and sales promotions to increase purchases by creating new visual displays through product placement and innovative style ideas.
- Fielded questions and concerns from customers as well as assisted them with purchases.
- Performed management skills, cashiering, stocking and merchandising.

Professional Training & Associations

- Six Sigma Greenbelt
- Core Course 1 & 2 Certification
- Smith Training Certification
- Supply Chain Management Association, V.P. of Events Jan. 2010
- Osha 10 Hour Certification
- Meticulous Hiring Certification
- Institute for Supply Chain Management, Member Jan. 2010
- National Association of Purchasing Managers, Member Jan. 2010