

## Jeremy Ellis

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### Professional Summary

Innovative, result oriented professional with experience and a passion for building relationships and exceeding in client and management expectations. Proven success in the areas of product management, purchasing management, inventory control, distributor relations, warehouse management, and supply chain management. Strong skills in team building, communication and presentation, as well as inter-department and executive client relations and account management.

### Professional Background

#### Self Employed

##### September 2011 – Present

- Internet marketing consulting.
- Social media consulting.
- Developed and increased search engine results utilizing SEO.
- Social event coordinator for the Lofts of Greenville.

#### Dealer Online Marketing

##### April 2010 – August 2011

###### Account Coordinator

- Manage Online Reputation of all clients.
- Optimize social media presence.
- Oversee the creation of content pages to increase SEO.
- Develop and implement successful online marketing strategies.
- Create eBlasts on a monthly basis for targeted leads.
- Update and strengthen client's 3<sup>rd</sup> party websites.
- Develop micro sites designed to market specific products and services.
- Work closely with SEO specialist to maximize client visibility.
- SEM experience using Google Adwords.

#### At-Net Services (formerly SDI Networks)

##### April 2005 – October 2009

###### Product Manager

- Managed inventory in multiple warehouses located throughout the Southeast
- Worked closely with Project Manager to coordinate customer installations of security and technical products
- Negotiated all customer returns with distributors and vendors
- Trained new staff in inventory control, returns, and logistics procedures

###### Purchasing Manager

- Using Great Plains software, submitted all company orders to distributors and vendors totaling approximately \$15 million per year
- Negotiated price structure with distributors and vendors
- Established and maintained positive relationships with primary distributors; Ingram Micro, Tech Data, and Comstor

- In conjunction with Product Manager duties, established supply chain procedures from time of order submission to product delivery and installation
- Trained new staff in purchasing procedures and Great Plains software

Clerical Support:

- Worked closely with company CFO in increasing monthly gross profit
- Trained customers on Cisco Call Manager Software
- Managed customer's Cisco Systems SmartNet accounts (advanced warranty replacement)

## **SunTrust Bank (formerly Central Carolina Bank)**

**March 2003 – November 2004**

Financial Services Advisor

- Responsible for loan growth and deposit growth
- Worked to identify, qualify, and appropriately refer customers to Mortgage Invest, Commercial Lending over \$200K, and Merchant Services
- Grew and maintained branch profitability
- Provided training and sales motivation of new staff

## **Education**

**North Greenville University, Tigerville, SC**

**December 2002**

Bachelor of Science in Business Administration

## **Computer Literacy**

Cisco Systems SmartNet, Microsoft Great Plains, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Media Shout