

# David Robinson

## **Manager/ Assistant Manager**

Clanton, AL 35045

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+1 205 217 2349

Hard working and reliable

Authorized to work in the US for any employer

## Work Experience

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### **Inside Sales Manager**

Power and Rubber - Tuscaloosa, AL

November 2022 to Present

1. Responsible for working as a liaison between outside sales representative and key/platinum customer accounts for a multi-billion international company.
2. Promoted quickly for attention to customer's details.
3. Assisted in preparing and presenting quotes, presentations and other bid specifications for customers.
4. Maintained and enhanced customer and vendor relations while responding to all customer inquiries in a timely manner.
5. Managed the accounts with sales volume in the millions with a 99.8% accuracy rate.
6. Created strategies to grow customer base which resulted in a 10-20% increase in monthly sales.
7. Successfully managed a high-volume workload within a deadline driven environment.
8. Assisted purchasing with stock orders, including specials, direct orders, and inventory strategy while managing a large amount of customer-specific inventory.
9. Handled special making orders on the sheetfed and web business while working closely with converters.
10. Instrumental in implementing the company computer software upgrade system.

### **Parts Manager**

Chilton County Board of Education-Transportation Department - Clanton, AL

March 2019 to November 2022

- Ensures that the school bus fleet is safe to operate.
- Develops and maintains safe shop practices.
- Ensures district vehicles meet all DOT and state annual inspection and preventive maintenance requirements.
- Determines day to day maintenance and repair priorities, both scheduled and unscheduled, to ensure most efficient use of time and resources.

Manages parts inventory, to include composition of the parts inventory, determination of inventory levels, ordering, and periodic inventory of all parts on hand.

Manages the maintenance budget to include budget development, monitoring, and the most efficient use of those monies.

Ensures all shop equipment is properly maintained and that any required inspections are conducted in a timely manner.

Maintains all district vehicle records.

Attends appropriate professional committee & department staff meetings.

Advises on all new vehicle specifications and the bus replacement plan

Assists in investigating and reporting accidents, as required.

Dispatched all bus routes in morning and afternoon routing; address checks, lost children on incorrect bus or got of at wrong bus stop, courtesy checks for parents not at home and or parent's child not on bus due to after school activities.

Instructs and assists Fleet Mechanics and bus drivers in the use of specialized tools and equipment.

Performs other related duties as assigned or requested.

## **Assistant Manager**

Central Industrial Supply, Inc - Montevallo, AL

July 2008 to March 2019

- Provide sales counter customer assistance at Windows 10 Professional POS (Point of Sales) system.
- Handle customer requests for specific requirements.
- Retrieve automotive part information TAMS (Total Automotive Management System) online database running on a Windows 10 Pro client/server.
- Access distributors and associates websites and industrial databases.
- Provide tech support to service technicians for Windows 10 Pro client/server by providing servers IP address and providing remote access to the server for the technician.
- Maintain server security by periodically changing system passwords.
- Maintain accounts producing over \$100 thousand in annual revenue.
- Maintain a record of each daily sales transaction by storing the customer's transaction in a Windows 10 Profile end of day processing.
- Provide account sales and returns reports from the Oracle database
- Insure daily backup of the daily transaction database is successful.
- Review inventory reports and verify inventory levels are accurately maintained according to management's specifications.
- Record and verify every shipment received is accurate and complete.
- Responsible for end-of-day and cash drawer closeout procedures.

## **Assistant Parts Manager**

Stokes Chevrolet/ Chrysler - Clanton, AL

March 2006 to January 2008

- Increased accuracy of Oracle database by implementing hands on inventory management using handheld scanners resulting in the reduction of obsolete inventory by \$75,000.
- Inventoried and organized special tools by moving high demand parts to be directly accessible and restructured entire parts dept. layout to "group" numeric making database retrieval faster and more efficient.
- Improved the Parts Department's inventory bottom line and increased wholesale by 30% by reorganizing the inventory database.
- Scheduled database backup services to run after hours.
- Responsible for verifying scheduled backup services completed.
- Provided and improved scheduled database backup and procedures.
- Effectively managed situations with customers; filling order requests, responding to order complaints and answering customer's questions and help determine parts needed.
- Provided accessory catalogs with pricing spread sheets to all sales department personnel.

- Implemented customer special order parts procedures used by sales department and repair department.

## Education

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### **Bachelor's degree in Business Ethics**

University of Alabama at Birmingham - Birmingham, AL

April 2001 to November 2005

### **Associates of Science in Business in Business Management**

Wallace Community College - Clanton, AL

May 2001

### **High school diploma or GED**

## Skills

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- Customer relations (10+ years)
- detail-oriented (10+ years)
- Excel (10+ years)
- HTML (5 years)
- Mac (10+ years)
- Site Safety
- Inventory
- Operations
- Scheduling
- training
- Inventory Management
- Microsoft Word
- Team Building
- Word
- retail sales
- Search Engine Optimization (SEO)
- WordPress
- Keyword Research
- Remote Access Software
- Data entry
- Sales
- Customer service
- Microsoft Office
- Computer literacy
- Automotive repair

- Commercial driving
- Forklift
- Warehouse experience
- Communication skills
- Heavy lifting
- Warehouse management
- Plumbing
- Inside sales
- Technical sales
- B2B sales
- Technology sales
- CRM software
- Negotiation
- Salesforce

## Certifications and Licenses

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### **Class B CDL**

July 2019 to November 2019

Passenger/School Bus CDL

## Assessments

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### **HR: Compensation & benefits — Completed**

January 2022

Knowledge of compensation and benefits programs

Full results: [Completed](#)

### **Management & leadership skills: Impact & influence — Completed**

January 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Completed](#)

### **Work motivation — Highly Proficient**

October 2021

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

### **Attention to detail — Familiar**

November 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Familiar](#)

### **Work style: Reliability — Proficient**

October 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Customer service manager — Completed**

January 2022

Managing customer service representatives and resolving customer issues

Full results: [Completed](#)

### **Sales skills — Familiar**

January 2022

Influencing and negotiating with customers

Full results: [Familiar](#)

### **Principles of accounting — Completed**

January 2022

Preparing financial records according to federal policies

Full results: [Completed](#)

### **Bookkeeping — Proficient**

January 2022

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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- Proven track record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced atmospheres.
- Outstanding interpersonal, customer service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.
- Customer relations, multi-line phone skills.
- Work well within a team environment.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), HTML, Operating Systems: Windows (all versions) and Mac OS X.
- Work with Joomla and WordPress website applications including CSS3 and Gantry 2.0.
- SEO proficient with keyword research background.