

Orlando Ivy
1117 Terry Road
Tupelo, MS 38801
Home: 662-566-7685
Cell: 662-401-5831

OBJECTIVE:

A challenging and rewarding opportunity in management/public service utilizing proven abilities and experience with an organization offering opportunity and growth.

QUALIFICATIONS:

- Extensive experience as parts supervisor
- Retail Management experience
- Financial Management and Profitability Course(through John Deere Company)
- Proven supervisory abilities
- Extensive experience in Inventory Control and Customer Service
- Computer Experience
- Ability to motivate co-workers
- Get along well with people at all levels
- Self-motivated; results-oriented
- Will travel and relocate to enhance career

Professional Background

August 2006 until present, Ashley's Furniture Store, Assistant Warehouse Manager. Duties include inventory control, shipping, computer data, and supervise 15 employees.

From April, 1988 until October, 1993, worked as Parts Manager for John Deere. Responsible for inventory control, customer service, various administrative duties, hiring, taking phone orders, checking stock on computer, pricing stock orders on computer, and data processing.

From October, 1993 until August 2006 worked as Service Administrator for John Deere. Responsible for computer data entry, open and close repair orders, took service troubleshooting phone calls, total and check technicians payroll, file warranty claims, and various administrative duties.

August 1984 to April 1988: Dixie Bearing, Tupelo, Mississippi, Parts Supervisor. Responsible for checking all incoming stock, shipping orders out, taking orders over the telephone, and checking in distribution centers via computer.

November 1979 to July 1984, Baddour, Inc. (Fred's Discount Store), Manager. Responsible for all management/supervision functions as well as merchandising, sales, customer service, record keeping, and various administrative duties.

Achievements

- ~Was named employee of the Month for Barton, Inc.
- ~Received John Deere Parts Sales Award

Education

Rust College, Holly Springs, Mississippi
B.S. Degree in Public Administration- 1979
(Dean's List, Baseball Scholarship)

Professional Training & Education

- ~Management Training, Baddour, Inc., Memphis, Tennessee
- ~Financial Management and Profitability Course through John Deere Company
- ~Industry's Most Advanced Sales and Service Training Program through John Deere Company
- ~Introduction to Windows 95 through Itawamba Community College