

SUMMARY OF QUALIFICATIONS

Advanced computer skills with over 25 years experience. Expert in Windows Vista (as well as many legacy OS's), CorelDraw, WordPerfect, Microsoft Word, Corel PhotoPaint, MS Expression Web. For some examples: <http://www.jimbrooks.onthreedesign.com/resume/index.htm>. Conscientious, self-directed professional with strong technical experience, the ability to visualize creative concepts, and establish action plan for accomplishing successful end result. Excellent interpersonal communication skills, as well as the ability to clearly articulate technical information. Proven record of effective decision making, quickly assimilating complex information, handling multiple and challenging responsibilities, and performing confidently in a fast-paced environment. Delivers strong results through strengths in:

- ⤴ Graphic Design / Large format printing
- ⤴ Web Design - HTML, CSS, XML, Some animation experience
- ⤴ Photography
- ⤴ Trouble Shooting/Innovative Problem Solving - End-User Communication
- ⤴ Computer System Design - General Management/Staff Supervision

EXPERIENCE

THE SPORTS AUTHORITY

Team Sports Department Sales Lead

Winter Garden, Florida
September 2007 - Current

- ⤴ Merchandising and sales of fitness and sports equipment

TEAM HONDA/TEAM TOYOTA

Graphics Design/Printing/CR Database Manager

Baton Rouge, Louisiana
August 2000 - October 2006

- ⤴ Managed creation, redesign, and printing of 80% of all 4-color promotional materials, 15,000 to 20,000 business cards monthly, and 2 to 5-part forms for two dealerships. Reduced outsourcing expenses by 67 percent. Also, designed and printed monthly newsletter. Utilized self-written long-term customer retention program for follow-up management.
- ⤴ Created 22-page full color, bound presentation for dealership presentation to Honda corporate headquarters, resulting in Team Honda's presentation receiving recognition above all other dealers in attendance.

PROFESSIONAL FOLLOWUP SERVICES, INC.

Owner/Vice President

Baton Rouge, Louisiana
July 1986 - August 2000

- ⤴ Developed software for long-term customer retention program for auto dealerships within the State of Louisiana—built relationships with 80 clients. Maintained satellite office in New Orleans during 1990-97.
- ⤴ Designed all computer-based materials for management, sales/office staff, service, and all other departments within the dealership to use to stay in touch with "sold" customers, as well as prospects.
- ⤴ Picked up information from dealership on a daily basis, processed it and delivered the next day.
- ⤴ Created daily "to do" customer contact activities to facilitate sales staff effectiveness.

PRICE LEBLANC TOYOTA

Sales Associate

Gonzales, Louisiana
February 1984 - July 1986

- ⤴ Sold new and used automobiles. Developed new business and serviced existing clients.
- ⤴ Achieved Toyota Sales Society for high level of car sales.

During 1974-84, traveled worldwide as musician playing keyboards for four musical groups, including the Van Dells and Clutch.

EDUCATION

DeKalb College - DeKalb, Georgia

- Studied music, 1973