

Aaron Kendrick

West Jordan, UT 84081

Objective: To obtain a position on the West Jordan City Planning Commission. To increase awareness and community involvement in the development of our city. While also improving my knowledge of city processes.

Experience:

Universal Systems *Sales/Operations*

August 2017- Present

Responsibilities: Build and maintain relationships by conducting weekly and monthly customer meetings, seeking growth opportunities and changes in their industry. Estimating, Recommend solutions and products. Assist with purchasing. Daily deposit reconciliation. Plan company lunches. Shipping and receiving, Building and vehicle maintenance.

Accomplishments:

- Developed procedures for office to remain open and healthy through Pandemic.
- Increased profitability by working with an outside leasing company to improve our customers' cash flow, allowing for increased orders.
- Work closely with the owner to service and grow companies' top clients.

Equinox Medical Supply Owner/General Manager

March 2015 – December 2018

Responsibilities: Negotiate dealer contracts including pricing, payment terms and drop shipping with manufacturers and distribution points. Research and establish accounts with credit card processors and banking institutions. Create and maintain a full ecommerce site with over 800 products from the top manufacturers. Develop and implement marketing strategies including social media, Company Blog and Direct Marketing and SEO of site. Create a competitive pricing plan, allowing seniors to purchase items not covered by insurance at reduced price from retail setting.

Accomplishments:

- Created an online presence for rental equipment.
- Launched an Ecommerce site as primary revenue stream.
- Consistently growing web traffic, top 22% of ecommerce sites launched same time.
- Sales and profit growth month over month since launch.
- Successfully built relationship of trust within the Home Care/ Hospice, Hospital and Clinic Settings

Bountiful Mazda

Title Sales and Leasing

July 2016-August 2017

Responsibilities: Greet customers. Needs analysis to identify proper vehicle, complete product presentation including walk around and test drive. Upload trade information, highlight damage to trade, to lower expected amount. Complete write up including customer signature to agree to purchase. Present numbers and negotiate final purchase amount. Obtain credit application, review to ensure financing is available. Complete selling paperwork, including payoff on trade, insurance information verified. Delivery of vehicle and review features including setup. Maintain training schedule on each trim.

Accomplishments:

- Top 3 performing 4 out of 9 months.
- 1st Sales member to become dealership employee of the month.

Red Rock Medical Supply

President

January 2013 – July 2014

Responsibilities: Design and approve marketing supplies, including insurance list, brochure and company website. Review patient files to ensure compliance and proper billings. Manage day to day operations for the company including training, staff meetings, hiring, marketing, inventory control and collections. Develop relationships within the industry with case managers, nurses, physical therapists, as well as physician office staff to ensure growth. Negotiate contracts and terms with vendors to improve cash flow.

Accomplishments:

- Streamlined deliveries by creating routes based on efficiency and cost savings
- Launched an Ecommerce site as alternate revenue stream.
- Grew revenue by over \$275,000 first year.
- Increased monthly collections by creating processes and increasing paper flow.
- Negotiated vendor pricing and terms to create better cash flow.

Alpine Home Medical Equipment

Provo Branch Manager

November 2007 – September 2012

Responsibilities: Promoting growth for Alpine in the Utah county area, ensuring all aspects of the business were in line with Medicare Supplier Standards, the state of Utah Pharmacy Division, and our accreditation firm, The Joint Commission. I managed all aspects of the business from sales and customer service to delivery, profit and loss as well as budgeting revenue growth and expenses for the each year. I worked closely with Sales staff in conducting weekly one on one meetings as well as visiting referrals. I interviewed, hired, trained, and handled all performance issues and terminations.

Accomplishments:

- Grew market share in home oxygen and power wheel chair devices in Utah County
- 2010 Branch of the year. Contest of 3 key metrics: Growth, Collections and Profitability.
- Met or exceeded revenue budgets each year.
- Averaged 20% growth each year as Branch Manager.
- Properly managed expenses in order to improve profit margins during revenue growth
- Increased walk in traffic by forming key relationships with in our referral community.
- Decreased branch Days Sales Outstanding from 75 to 43 days.
- Assisted in locating, following construction, and moving branch to new larger location.
- Developed a product catalog given to patients at time of home delivery in order to grow patient knowledge of our available products and services.

Cricket Communications

Retail Business Manager

April 2001 - October 2007

Responsibilities: Sale and service of cellular phones and accessories. I helped maintain customer relationships with the company by addressing concerns in a timely manner. I implemented individual sales standards for each employee. I conducted team meetings to discuss new procedures, policies

and promotions. I managed daily cash handling and deposit. I interviewed, hired, trained and terminated employees.

Accomplishments:

- Promoted to various positions within Cricket to Retail Business Manager
- Successfully Trained team on all policies and procedures
- Always completed regular and daily tasks given by management
- Successfully retained customers through fact finding and re-emphasizing the benefits of Cricket

Volunteer

- Served full time in the LDS Iowa Des Moines mission.
- Youth sports Coach

COMPUTER SKILLS

Proficient in: MS Office, Internet, E-mail, Excel, Power Point.

REFERENCES

Available upon request