Gerry P. Siliverdis

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Whiting NJ, 08759

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**Objective:** To utilize my performance and knowledge in a challenging position in a successful company industry.

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| **Qualifications:** | Prioritize responsibilities to accomplish important jobs and tasks in a team player environment.Creative, motivated, hardworking and able to meet deadlines while multitasking. |
|  | Analyze and simplify problem solving with organization.Communication skills and thrive in working in a team enviroment. |

**Work**

**Experience:**

 **D+D Tile/Oasis Tile,** Belle Mede, NJ 2020-present

 *Contractor (full time)*

* Responsible for the ordering of all the supplies.
* Set up the schedule for appointments and estimates.
* Innovate a new computer program to update and optimize billing and invoicing.
* Interact with customers and sales representatives in person, eMail and via telephone.
* Established a new computer for revenues regarding collections.
* Helped reduce past due accounts in lieu of the creation of a payment plan.
* Build critical working relationships with our competitors.

 **MAXIMUM QUALITY FOODS,** Linden, NJ 2003 - 2017

 *SALES (full time)*

* Customer service.
* Inside sales.
* Purchasing.
* Worked with buying groups on rebates and usuage reports.
* Responsible for training new hires with system and products.
* Responsible for increasing profits and products for house accounts .
* Outside sales maintaining and adding new customers.
* Aiding in putting together monthly sales meeting and food shows.
* Sales manager for salesforce of 32 outside salesman.

 **DRISCOLL FOODS,** Wayne NJ 2017-2018

*SALES (full time)*

* Improved profibility and purchase amounts on company accounts.
* Customer service and inside sales.
* Outside sales.

**Education: Temple University-Philadelphia, PA** 1996-1999

 Completed 3 years toward a Bachelor of Arts Degree in Accounting.

**The Chubb Institute,** North Brunswick, NJ June 2001

 Diploma in Web Development and Business Programming

**Special Skills:** Fluent in the Greek Language, computer skills, reliability, honesty, and determination to suceed.

**References:** Upon Request