**Kevin M. Kates**

https://www.linkedin.com/in/kevin-kates

 kevin\_kates@yahoo.com

Brookhaven, GA

(614) 425-7288

**Objective**

Seeking a position that incorporates strong analytical and sales skills. To make use of my communications, interpersonal and relationship building abilities; help achieve goals that focuses on customer satisfaction and customer experience. My organization allows me to multi-task while still paying attention to detail. Passionate about being challenged, bettering myself and learning.

**Education**

**Bachelor of Science in Commerce and Business Administration,** December 2016

The University of Alabama, Culverhouse College of Commerce, Tuscaloosa, AL

Major: General Business

**Relevant College Course Work**

Legal Environment of Business, Statistical Data Analysis, Principles of Macroeconomics and Microeconomics,

Organizational Theory & Behavior, Marketing, Business Finance, Business Communications and Strategic Management

**Work Experience**

**Accounts Receivable Manager,** April 2019- January 2020

**Data Analyst,** August 2016-May2017

*Columbus Yellow Cab*,Columbus, OH

Actively managed the billing for a major account which included communicating with the customer and drivers daily, reassuring that our services are adequately meeting their standards. Confirmed that reports were billed accurately, and authorized payments so drivers were properly compensated. Collaborated with the accounting team to process and analyze $500,000 in monthly billing. Integral in processing more than $15,000 worth of billing each month for compensation to both the drivers and the company. Achieving this twice as fast as previously done.

* Solve and examine complex problems in the course of payment application and/or reconciliation
* Reconciled and reported on outstanding payable & receivables
* Verifying accuracy on the information in the operating system
* Learned different software programs (Taxi Charger, Arcus FCOA Extranet, Q System, V-Track) required to efficiently perform my duties

**Sales Agent,** October 2018- January 2019

*New Western Acquisitions,* Houston, TX

Certified as a Licensed Real Estate Agent in the state of Texas. Actively sold distressed homes directly to buyers. Responsible for building a book a business. Conducted various marketing methods to acquire new customers and potential clients. Analyzed and educated the customers on the state of each property. Managed and oversaw the purchasing process for the customers. Administered state and legal documentation to ensure the sale was complete.

* Generated contracts for the sale of the property
* Negotiated prices to ensure company and customer satisfaction
* Conducted cold calling campaigns to over 100 potential clients daily
* Generated comparative analysis reports for customers to formulate value
* Advised and met with investors/potential investors on decision-making and planning
* Provided attentive, high-quality customer service leading to referrals and repeat business

**Internship**

**Carrier Sales Representative**, June-August 2017

*C.L. Services*, Atlanta, GA

Brokered last minute shipments for customers. Developed relationships with other logistic companies to expedite our transportation services. Analyzed situations to ensure customer satisfaction and delivery promptness. Negotiated with customers and other logistics companies to ensure customer satisfaction and company profitability.

* Brokered many transactions for logistics specific to freight
* Proficient in organization skills allowing for efficiency on day-to-day duties
* Worked with time sensitive guidelines to ensure customers’ freight was picked up and dropped off on time
* Efficient at multi-tasking permitted me to broker and secure multiple shipments each day
* Communicating with over 100 logistics companies per day

**Leadership**

**Student Section Leader,** August – May 2011

*Football and Basketball student sections*, New Albany, OH

Selected by faculty members and fellow students to lead our high school football and basketball student cheering sections. Collaborated with the Athletic Director, Principals and Vice Principals each week to formulate a plan to promote fun and safety at each event.

**Captain, MVP,** March-May2009

*Grand River Academy Lacrosse Team*, Ashtabula, OH

Collaborated with school officials to develop the 1st lacrosse team in school history. Conducted and aided numerous practices with the Head Coach. Offered extra assistance to teammates before and after practice.

**Professional Licenses** Licensed Real Estate Agent

**Computer Skills** Proficient in Microsoft Office (Word, Excel, PowerPoint)

**Interests** Traveling, Playing Golf, Watching Sports, Music, Being with Friends and Family

**References available upon request**