

# JILL ANGELO

## SUMMARY

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Business manager offering creativity, vision, and the ability to think outside the box. Dedicated, people-oriented administrator with positive attitude. Consistently commended for strong organizational skills, attention to detail, and meeting deadlines. Exhibits talent for consistently improving corporate quality standards through extensive research and consistent effort. Design systems and procedures to maximize workplace efficiency and boost profits. Thrive on challenges, set high standards and create enthusiasm in others.

## PROFESSIONAL EXPERIENCE

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1988 – 2007 UDI.

Northbrook, IL

### ***Business Manager***

- Responsible for all domestic and international banking and finances; budgeting, payroll, accounts receivable, accounts payable, commissions, debt reduction strategy, and credit requests for domestic and international markets.
- Strong production environment experience; operations management and supervision of employees. Reviewed administrative and financial aspects of production plans.
- Oversought all aspects of international and domestic shipping/receiving, inventory control, stock replenishment and warehousing of finished product.
- Responsible for inventory management of raw materials of production to meeting finished product delivery deadlines for all domestic and international customers.
- Responsible for all business related purchasing and negotiation of contracts with vendors.
- Developed customer service procedures to ensure timely service and quality products.
- Managed all human resource responsibilities including interviewing, hiring, training, benefits, 401K, discipline and performance evaluations.
- Oversought marketing communications for entire company; trade shows, advertising, marketing materials and coordinating of company press releases.
- Managed all charitable contributions, drives and fundraising. Direct contact with all charities.

## EDUCATION

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William Rainey Harper College

Palatine, IL

- Associate Degree in Applied Science in Marketing
- Graduated with Honors

William Rainey Harper College

Palatine, IL

- Supervisory Management Certificate
- Supervising Spanish Speaking Employees Certificate

Dale Carnegie Training

Downers Grove IL

- Dale Carnegie Course: Effective Communications & Human Relations
- Dale Carnegie Course: Leadership Training for Managers