

ADAM J. KAUFMAN

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OPERATIONS AND PROJECT MANAGEMENT PROFESSIONAL

Accomplished management professional with 10+ years of valuable leadership experience in sales, government, and the U.S. Army training and guiding teams of over 150 staff within complex programs. Documented success in coordinating personnel, resources, and schedules for challenging initiatives involving key governmental agencies, such as the Department of Defense, The Ohio National Guard, and The Department of Veterans Affairs; repeatedly recognized by senior leadership for exemplary performance.

Superior skill in translating complex and abstract ideas into sound, easily understood ideas; excellent leader skilled in managing people and processes and developing motivated, high performing staffs eager to take on challenges and working collaboratively to contribute to organizational vision. Qualifications include:

Key Account Management
Consultative and Solution Sales
Workflow Optimization

Budget Planning & Allocation
Networking and Relationship Building
New Business Development

Management and Project Reporting
Middle Office Operations
Direct Sales & Reseller Partnerships

SUMMARY OF QUALIFICATIONS

- ◆ Distinguished by extraordinary, proven ability to deepen practice reach and sales by cultivating trust, rapport, and credibility with customers, networking, building relationships and teams.
- ◆ Well organized, with track record that demonstrates self motivation, creativity, and initiative to achieve both personal and professional goals.
- ◆ Recognized as an innovator consistently capable of creating new ideas and solutions to meet the most complex and ambiguous needs and challenges.
- ◆ Strong skills in time management, prioritizing tasks, and meeting deadlines; able to cultivate relationships with clients and colleagues at all organizational levels.
- ◆ An independent thinker, worker, and a great team player; self motivated professional with a talent for finding innovative solutions and developing and improving procedures.

PROFESSIONAL ACCOMPLISHMENTS

- ◆ **Operational Improvements** – Standardized daily operations, leading development of manual and standard operating procedure that contains instructions for all operating tasks, producing formal guidelines for baseline operations.
- ◆ **Project Management** – Facilitated monthly inventories for equipment valued at \$38 million for 61 wheeled vehicles. Monitored expenditures to ensure allocations were being utilized as planned and were not exceeded. Liable for assets of \$13 million.
- ◆ **Program Management** - Spearheaded a mandated 2-day event within the Ohio National Guard to help service members reintegrate back into everyday life after deployments.
- ◆ **Staff Training** – Demonstrated the traits of a senior leader, taking charge of platoon and ensuring weapons qualifications were completed; created preliminary training plan that resulted in 100 % pass rate.
- ◆ **Customer Service** – Cultivated outstanding customer loyalty, providing expectations-exceeding service and going above and beyond to meet customer needs. Spent 50% of each work day in direct contact with customers.
- ◆ **Sales** - Sold premier products to clients through accurate assessment of client needs and overall product knowledge; established a strong client base and increased territory by identifying prospects and maintaining superior client-focused service; used persuasive selling, and new, better approaches.
- ◆ **Leadership & Management** – Chosen above peers to be reassigned and promoted. Earned exemplary performance evaluations.
 - *“Everything Adam plans, organizes and executes is nothing less than flawless.”*
 - *“He utilizes great initiative, personal energy, and determination in every task.”*
 - *“Adam has unlimited potential and will excel at any assignment.”*

PROFESSIONAL EXPERIENCE

Gap Solutions, Contractor – Ohio National Guard
United States Army Reserve
Lowe's Home Improvement Warehouse

12/2009-Present
4/2003-Present
3/2000-1/2010

EDUCATION

Ashland Theological Seminary
910 Center Street
Ashland, Ohio 44805
Completed 9 Credits toward Master of Divinity

The Ohio State University
190 North Oval Mall
Columbus, Ohio 43210
Bachelor of Arts, 2000