

FRANK STEWART

PROFESSIONAL PROFILE

College graduate with over 30 years of successful experience in estimating, marketing, design, sales, purchasing, and management. Impressive design and marketing skills. Creative problem solver with ability to work well under pressure. Ability to address clients' concerns while protecting company's interests. Superior attention to detail. Exceptional oral, written and interpersonal skills. Have turned years of business experience into growing design/marketing business.

COMPUTER SKILLS

Highly computer literate in all aspects of Windows. Knowledgeable in both hardware and software. Expert in Photoshop, CorelDraw, Illustrator, Dreamweaver, and InDesign. Proficient in Word, Excel, Flash, GIMP, Inkscape, and Fireworks. Experience with Quark, Project, AutoCAD, Access, SoftPlan, WinEst, Cabinetware. Ability to troubleshoot and repair most common hardware and software issues. Fast learner of new programs and systems.

EDUCATION

Virginia Tech 1978 – 1982

B.S., Marketing Management

PROFESSIONAL EXPERIENCE

Stratum New Media Marketing 2011 – Present

Full-time Contractor

Print design, web design, and consultation for esteemed regional marketing firm.

- Designed and built both the 2013 and 2014 editions of a 350+ page high-end travel book for MasterCard's World Elite travel program. Will be distributed worldwide, in multiple languages.

Whole Grain Design 2008 – Present

Owner/Designer/Consultant

Print and web design offering the added-value of a marketing degree and real-world business experience.

- Have designed logos, web sites, advertising and marketing materials for many local businesses. Can design for web or print, and will supply samples upon request.
- Am knowledgeable and capable in Illustrator, Photoshop, InDesign, and Dreamweaver. Can write efficient and valid HTML, XHTML and CSS. Can design, build and implement web pages that are accessible and valid. Familiar with optimization, analytics, SEO, and some data integration.

Wurth Wood Group 2007 – 2008

Purchaser

Inventory management for multi-million dollar wholesale/retail supplier of custom cabinet-building supplies.

- Responsible for purchasing and maintaining inventory of 20,000+ items worth approximately \$1,300,000.
- Helped to cut corporate standing inventory by \$7,000,000 in five months – saving \$250,000/month in interest charges while maintaining a successful order fill rate of over 98%.
- Maintained stock material utilizing just-in-time truckload-level purchasing and high degree of special-ordering.

Greenbrier Custom Cabinets 2006 – 2007

Estimator, Purchasing, Sales, Design

General management of custom cabinet company.

- Involved in all aspects of business, from managing employees to design, estimating, and purchasing.

Smoot Lumber Company 2003 – 2006

Estimator, Sales

Commercial and residential sales of high-end building materials.

- Estimated and prepared bids for materials on numerous projects for a diverse group of builders
- Maintained existing customer base while acquiring new builder business
- Performed daily purchasing of custom high-end building products
- Developed new web based tools for custom moulding selection. Also, designed ads and marketing materials.

P. A. Portner, Inc. 2000 – 2003

Estimator, Sales, Purchasing, Design

Liaison between architect, suppliers, subcontractors, government officials, and clients. Responsible for all phases of projects including design, plan/permit acquisition, material takeoffs, contract preparation, purchasing, and scheduling. Reported directly to owner to evaluate all aspects of company direction. Highly selective approach, and constant refinement of method, led to successful 2.5-million-dollar business, with projects from \$20,000 to over \$1,000,000.

- Developed new checklist system to streamline field operations. Estimated and purchased materials.
- Designed company promotional materials and advertisements. Won a commendation from judging panel for NARI CoTY (Contractor of the Year) award submission
- Designed, built and implemented company-wide network and backup system.

Smoot Lumber Company 1993 – 2000

Estimator, Sales, Hardware Manager

As hardware manager, responsible for all aspects of hardware division. Managed staff of five, evaluated products lines and suppliers, purchased all inventory, and designed advertising and point-of-sale materials. As counter salesman, supplied full range of building materials to remodelers, commercial and residential builders, and homeowners.

- Cut hardware standing inventory by 50% while maintaining sales level
- Designed advertising materials. Built 500+ page web site (project canceled when company sold).
- Yearly counter sales in excess of \$1,000,000.

Cardinal Roofing 1991 – 1993

Estimator, Sales

Commercial and residential sales of roofing products.

Fairfax Glass 1983 – 1991

Estimator, Sales

Estimating and sales of large commercial curtain- and window-walls. Worked primarily on multi-million dollar office building projects. Gained substantial knowledge in bidding strategies and techniques used in the commercial sector.