

# FRANK STEWART

## Professional Profile

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College graduate with over 25 years of successful experience in marketing, design, sales, purchasing, estimating, 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.

## Education

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<b>1978 – 1982</b> <b>B.S., Marketing</b>	<b>Virginia Tech</b>	Blacksburg, Virginia
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## Professional experience

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<b>2008 – Present</b> <b>Owner/Designer</b>	<b>Whole Grain Design</b>	Chesapeake, Virginia
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Whole Grain Design is a design company with a marketing background. My degree is in marketing, not design – although it was never my primary job title, I have done design work for every company I've worked for. When the construction industry was decimated in the economic downturn, I made the choice to go into design full time.

- Have designed logos, web sites, advertising and marketing materials for many local businesses. I can supply samples upon request. Can design for web or print.
- 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 validate as XHTML Strict. Familiar with optimization, analytics, SEO, and some data integration.

<b>2007 – 2008</b> <b>Purchaser</b>	<b>Wurth Wood Group</b>	Norfolk, Virginia
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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 1.3 million dollars
- In conjunction with 12 other branch purchasers, cut corporate standing inventory from \$24,000,000 to \$17,000,000 in five months -saving \$250,000/month in interest charges while maintaining a successful order fill rate of over 98%
- Maintained stock material in an environment of truckload-level purchasing and high degree of special-order materials

<b>2006 – 2007</b> <b>Estimator, Purchasing, Sales, Design</b>	<b>Greenbrier Custom Cabinets</b>	Norfolk, Virginia
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Design, fabrication, and installation of custom cabinets.

- Involved in all aspects custom cabinet business, from managing employees to design, scheduling, and purchasing
- Redesigned company's contractual paperwork to avoid ongoing issues
- Designed and implemented more computer-centric system than previously employed by company
- Managed computer hardware, network, and operating systems

**2003 – 2006**  
**Estimator, Sales**

**Smoot Lumber Company**

Alexandria, Virginia

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
- Assisted customers in reading blueprints and takeoffs
- Diagnosed and repaired computer hardware, network, and operating systems as needed
- Developed new web based tools for custom moulding selection. Also, designed ads and marketing materials.

**2000 – 2003**  
**Estimator, Sales, Purchasing, Design**

**P.A. Portner, Inc.**

Gaithersburg, Maryland

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
- 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

**1993 – 2000**  
**Estimator, Sales, Hardware Manager**

**Smoot Lumber Company**

Alexandria, Virginia

- 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.

**1991 – 1993**  
**Estimator, Sales**

**Cardinal Roofing**

Lorton, Virginia

Commercial and residential sales of roofing products.

**1983 – 1991**  
**Estimator, Sales**

**Fairfax Glass**

Fairfax, Virginia

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.

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## **Computer**

Highly computer literate in all aspects of Windows. Knowledgeable in both hardware and software. Expert in Photoshop, CorelDraw, Illustrator, and Dreamweaver. Proficient in Word, Excel, InDesign, 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.