

PROPOSAL COORDINATOR

Experience

Proposal Coordinator 03/2013 to 07/2014 Company Name City , State

- Prepare, coordinate, manage and revise maintenance and modification proposals for the Regional Sales Managers for the domestic and international network of Bombardier Aircraft Services facilities.
- Coordinate scheduling with Bombardier Aircraft Services facility planning and Special Programs out of Montreal.
- Solicit requests for quote for paint and interior repairs and modifications with internal BAS departments and external vendors.

Regional Sales Manager 10/2007 to 03/2013 Company Name City , State

- Manage, assist and maintain Bombardier wide-body and narrow-body aircraft operators in Texas and surrounding states.
- Operator management includes maintenance scheduling; maintenance proposals; presentation and negotiations of proposals, schedule and terms & conditions.
- Assist operators with AOG; Scheduled and unscheduled maintenance events; Invoicing, parts and warranty issues; Airframe and avionic modifications; Interiors and Paint and AD/Service Bulletin compliance.
- Maintain and build operator relationships through Amazing Customer Experience program, face-to-face visits and exceptional customer service and support.
- In 2012, I was the Top Regional Sales Manager in Sales, Customer Satisfaction and Proposal Satisfaction categories.

Senior MRO Sales Manager 10/2005 to 06/2007 Company Name City , State

- Perform sales and marketing of aircraft heavy maintenance, modifications, structural & composite component repair, and line maintenance to the Cargo, Charter, Commercial and Regional Aviation industries in the domestic and international markets.
- Prepared, proposed and negotiated aircraft heavy maintenance, structural & composite component repair and line maintenance proposals and contracts.

Senior APU Product Line Representative 10/2005 to 05/2006 Company Name City , State

- Perform day-to-day operations management of the APU Product Line in the Chromalloy Power Services facility.
- Accountable for Profit & Loss.
- Provided on-site aftermarket sales and marketing and engine overhaul management.
- Performed all purchasing functions including: Customer and vendor RFQ's; Customer and vendor pricing negotiations; Vendor search and selection and Purchase order execution.
- Other duties include FAA/EASA conformance and quality functions; Customer satisfaction and on-time delivery; Repair order and warranty administration and Contract management and administration.

President/ General Manager 04/1999 to 10/2005 Company Name City , State

- Manage all accounting, corporate, financial, FAA/EASA conformance and shop management functions of a FAA/EASA approved engine and engine component repair, overhaul and modification shop.
- Serviced the Airline, Cargo, Charter, Corporate and General Aviation industries in the US and International markets.
- Managed 14 direct office and shop personnel.
- Accountable for Profit & Loss, budget adherence, schedule adherence and customer satisfaction.
- Diversified company into multi-faceted aviation services provider.

Regional Sales Manager 05/1997 to 04/1999 Company Name City , State

- Perform aftermarket aircraft parts, avionics and engine component sales and marketing, customer service and support and new customer development in the Cargo, Charter, Commercial, Corporate and Regional Aviation industries.
- Prepared, proposed and negotiated all aircraft and engine component RFQ requirements.
- Coordinated proposal efforts with estimating, engineering, planning, production control and contracts.
- Primary account responsibilities were Northwest Airlines, Sun Country Airlines, Champion Air, Mesaba Airlines, Midwest Airlines and Skyway Airlines.

Manager 07/1994 to 01/1997 Company Name City , State

- Perform aircraft heavy maintenance sales, marketing, customer relations, new customer development, forecasting and account management in the Cargo, Charter, Commercial, Corporate and Regional Aviation industries.
- Prepared, proposed and negotiated aircraft maintenance, aging aircraft maintenance, avionics upgrades and paint proposals.
- Coordinated proposal efforts with estimating, engineering, production control and contracts.
- Primary account responsibilities were Polar Air Cargo, Evergreen Airlines, Sun Country Airlines, United Airlines, Hawaiian Airlines, Mahalo Air and Champion Air.

Sales Engineer 06/1989 to 08/1993 Company Name City , State

- Perform OEM linear and rotary electro-mechanical actuation systems sales and marketing, account management, customer service and support and program management in the Aerospace, Aviation and DOD industries.

- Prepared, proposed and negotiated sales and contract requirements.
- Coordinated proposal efforts with estimating, engineering, production control.
- Managed new and existing programs from R & D through production.
- Primary account responsibilities were Allied Signal Aerospace, Allied Signal Engine Aerospace, Beechcraft, Boeing Helicopter, Cessna, GE Aerospace, GE Engine, Grumman Corporation, Gulfstream Aerospace Corporation, Honeywell, Lockheed-Martin, Magnavox Corporation, McDonnell Douglas Helicopter Corporation, Raytheon, Scientific Atlanta, Sikorsky Corporation, Sundstrand Corporation and Woodward Governor.
- Expanded sales in the Southwest region from \$0 to \$2.3 million.

Automobile Mechanic 10/1985 to 08/1988 Company Name City , State

- Performed minor and major automobile maintenance services on 100 through 500 Series Mercedes Benz automobiles.

Aircraft Maintenance Supervisor 10/1984 to 10/1985 Company Name City , State

- Managed all general aviation aircraft maintenance, management and purchasing functions for a FAA approved Fixed Based Operation on a 110 aircraft based airport.
- Accountable for Profit & Loss.
- Managed 4 direct employees.
- Managed and performed 25 Hour, 50 Hour, 100 Hour and Annual maintenance inspections, engine repair and general maintenance.
- Performed all purchasing functions including: Customer and vendor RFQ's; Customer and vendor pricing and negotiations; Vendor search and selection and Purchase order execution.
- Aircraft serviced include: Aero Commander, Beechcraft, Cessna, Grumman, Piper and Pitts customer and rental aircraft.

Education

Bachelor of Science Lewis University Airframe & Powerplant License

Aviation Maintenance and Management

Skills

account management, accounting, AD, automobiles, budget, Contract management and administration, contracts, customer relations, Customer Satisfaction, customer service, delivery, estimating, financial, forecasting, Invoicing, Lockheed-Martin, marketing, mechanical, office, negotiations, network, operations management, Paint, personnel, pricing, Profit, program management, proposals, Proposal, purchasing, quality, repairs, Sales, Sales Manager, scheduling, Scientific, Sun, upgrades