

# Jeremiah Jones

## **Sales Professional**

Columbia, MD 21046

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A position in Personnel or Human Resources which will require me to apply my business experience and education to assist the company in the accomplishment of its goals. I have also done some recruiting and retention as well mainly in a restaurant management capacity, as well as training and development of new hires.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Sales/ sales manager**

Easterns automotive - Laurel, MD

March 2014 to Present

#### Responsibilities

Sub-prime auto lender, direct contact with potential clients in the auto industry. Reading and understanding credit reports, and explaining to customers their beacon scores to help them understand their credit history. Showing and test driving chosen vehicles, assisting in the financing process by collecting down payment, and completing required initial paperwork. Inputting customer information into the database.

Promoted to sales manager 2/2017

Proficient in operating Dealertrack DMS, using vinsolutions to input customer information and printing forms. Also can complete funding process, maintaining positive relationship with banks and outside reps. Worked in F&I for a year before transitioning into sales manager role.

Responsible for:

Training and retention of sales staff, scheduling, time off request, discipline of sales staff. Proper communication with main office in regards to sales staff and in store issues.

### **General Sales Manager**

Antwerpen Mitsubishi - Randallstown, MD

August 2022 to November 2022

- Hires, trains, supervises and monitors the performance of the new- and used-vehicle department managers.
- Participates in the preparation of the annual dealership forecast by projecting unit sales, gross profits, expenses, and operating profits for the new- and used-sales departments.
- Meets with sales managers (new and used) to establish annual and monthly objectives for unit sales, gross profits, expenses and operating profit.
- Ensures that sales managers (new and used) understand dealership policies, procedures and sales systems.
- Provides feedback annually to new- and used-vehicle department personnel during career development sessions.

- Works with dealer and general manager to determine appropriate days' supply for new and used vehicles and orders/acquires vehicle inventory accordingly.
- Establishes standards for displaying, merchandising and maintaining new and used vehicles.
- Establishes procedures for quick disposal of over-aged vehicles.

### **Used Car Manager**

Sheehy Hyundai in Waldorf - Waldorf, MD

April 2022 to July 2022

- Forecasts goals and objectives for sales, gross and key expenses on a monthly and annual basis.
- Hires, motivates, counsels and monitors the performance of all used-vehicle sales employees.
- Prepares and administers an annual operating forecast and budget for the used-vehicle sales department.
- Understands, keeps abreast of and complies with federal, state and local regulations that affect used-vehicle sales.
- Directs and schedules the activities of all department employees, ensuring proper staffing always.
- Assists individual salespeople in setting aggressive yet realistic monthly goals and objectives and provides them with the support to meet these goals.
- Ensures proper follow-up of all potential buyers by developing, implementing, and monitoring a prospecting and sales control system.
- Develops, implements and monitors a follow-up system for used-vehicle purchasers.
- Maintains vehicle inventory. Monitors customers likes and dislikes, lost sales, and dealership sales history and conducts local market analyses to determine which vehicles to stock.
- Processes salesperson commission sheets daily and monitors the payroll records of all used-vehicle salespeople.
- Conducts daily and weekly sales and sales training meetings.
- Establishes and enforces product-knowledge standards.
- Oversees the efforts of used-vehicle salespeople to enhance the image and customer satisfaction ratings of the dealership.
- Helps salespeople close deals.
- Ensures 100 percent turnover of each customer to F&I.
- Communicates daily with the new-vehicle sales manager regarding units needed for used-vehicle inventory.
- Ensures that used-vehicle salespeople are informed of all new inventory and current advertising efforts, including special sales.
- Studies newspaper ads and any other sources available to find good-quality, low-mileage units.

### **Sales manager**

Mini of Montgomery county - Gaithersburg, MD

July 2021 to February 2022

Working deals on the front end, ensuring customers have a great experience. Using vauto to give accurate vehicle appraisals. Some finance work, assisting with funding deals and signing customers. Use dealertrack for working deals.

### **Finance Manager**

Criswell Honda - Germantown, MD

February 2021 to June 2021

Last step in the retail automotive selling process. Presents customer with a list of optional products; finalized documents for customer which included but not limited to:

Collecting down payment  
Signing financial documents or e-contracting paperwork.  
Proficient in docu pad and reynolds and reynolds ignite. As well vinsolutions and dealertrack DMS

## Education

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### **Bachelors of Science in Business Management**

Rasmussen College

2008

### **Associates of Science in Business Management**

Webster College

## Skills

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- Excel (8 years)
- Word (10+ years)
- Type 45 Wpm (3 years)
- Account Management
- Sales
- MS Office
- Data Entry
- Sales Management
- Credit Analysis
- Training & Development
- CRM Software
- Contract Negotiation
- Management
- Leadership
- Marketing
- Dealership experience
- Supervising experience
- Retail management
- Customer service
- Recruiting
- Business Development
- Restaurant Management

## Assessments

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### **Management & Leadership Skills: Planning & Execution — Familiar**

October 2019

Planning and managing resources to accomplish organizational goals.

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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- Background in staff recruitment and retention
- Staff training and development
- Superb written and oral communication skills
- Management Coaching
- Contract negotiation and compliance
- Money handling and payroll Experience