

Extensive Experience

Michael Schneider

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SUMMARY OF QUALIFICATIONS

- Over eight years experience in management, distribution, planning and organization.
- Restructured two alternate delivery companies to obtain quality distribution, requiring hiring and recruiting a competent staff.
- Heavy focus on subscription customer service, advertisers and inter-company clients.

EDUCATION

Governors State University, University Park, IL, June 2008

Bachelor of Arts Degree in Marketing

EXPERIENCE

XYZ Communications Inc., Chicago, IL, June 2007-Present

Consultant/General Manager

- Created and implemented decisions that restored quality and profitability to division.
- Supervised over 20 employees to distribute and package more than 200,000 products.
- Coordinated expansion of business into new territory through sales calls and visits.
- Developed and maintained expense and revenue budgets to minimize company waste.
- Recruited and trained all full and part-time employees for daily operations.

ABC Press, Chicago, IL, July 2004-June 2007

Alternate Delivery Manager

- Managed contracts with alternate Postal Delivery and over 200 delivery agents.
- Assisted clients in maximizing advertising dollars for fiscal year.
- Developed and maintained expense and revenue budgets for fortune 500 company.
- Created and implemented action plans for delivery program's success.
- Recruited and trained 20 employees for national sales region.
- Oversaw distribution of various products to 450,000 households.

Circulation Zone Manager, February 2002 – June 2004

- Supervised independent carriers to obtain quality delivery to 32,000 households.
- Promoted sales through group presentations to increase targeted populations.
- Ensured circulation goals had been met with a 10% increase in annual sales.
- Analyzed company data and provided statistics for future circulation growth.

Alternate Delivery Area Manager March 2001 – February 2002

- Created new route structure for delivery of products using mapping software.
- Interviewed and contracted over 40 distribution agents to increase production.
- Trained new area managers for seven additional regions to ensure adequate coverage.
- Implemented new tracking system to assure proper delivery of products in established areas.

Substation Supervisor July 2000 – March 2001

- Communicated between the ABC Press and its delivery agents to streamline deliveries.
- Promoted sales for an overall market increase and maintained acceptable service ratios.
- Collected all money due to the company from all delivery agents to keep accounts current.

SDF Journal Bulletin, Orland Park, IL May 1998 – June 2000

District Operations Counselor

- Maintained home-delivery and single-copy accounts for over 100 clients.
- Promoted sales and established routes in growth areas to increase sales by 25% annually.
- Recruited, oriented, and motivated carriers for all regions to maximize sales performance.
- Conducted audits for 12 district offices to streamline spending policies.

TRAINING

- **Interview and Hire the Best**, American Management Association, Chicago, IL, 10/05
- **Appraising Performance**, American Management Association, Chicago, IL, 5/04
- **Operating in a Non-Union Environment**, Human Resources Society, Cicero, IL, 7/04
- **Advanced Project Management**, Project Management Institute, Hammond, IN 5/03
- **Managing Change**, Change Management Learning Center, Chicago, IL, 10/03

PROFESSIONAL AFFILIATIONS

- Association of Alternate Postal Systems (AAPS)
- Toastmasters International
- United Way

COMPUTER SKILLS

Microsoft Office, Word, Excel, and PowerPoint

LANGUAGES SPOKEN FLUENTLY

Arabic, Spanish, and English