

CYRIL SAMUEL



Core Competencies

Calm temperament	<div style="width: 100%;"></div>
Creative	<div style="width: 95%;"></div>
Engaging	<div style="width: 85%;"></div>
Listening skills	<div style="width: 80%;"></div>
Coaching and training	<div style="width: 95%;"></div>
Staff management	<div style="width: 95%;"></div>
Planning	<div style="width: 95%;"></div>
Decision Making	<div style="width: 95%;"></div>
Problem Solving	<div style="width: 95%;"></div>
Time Management	<div style="width: 95%;"></div>
Microsoft Office	<div style="width: 85%;"></div>
SEO	<div style="width: 85%;"></div>
Content Marketing	<div style="width: 95%;"></div>
CRM Management	<div style="width: 95%;"></div>
Strategic Financial Planning	<div style="width: 85%;"></div>

Leadership

- Communicate a vision and path.
- Assess the competitive environment with an external orientation,
- Foster breakthrough thinking,
- Develop outstanding talent
- Build team commitment
- Propel to action.
- Motivates & inspires team

ABOUT ME

Professional business administrator with background in sales, customer service, client relations, and financial management. Highly skilled in managing operational duties of business and propelling teams towards success. Prior experience in organizational leadership and executive administration lends strong leadership abilities to qualifications. Possess a strong knowledge of learning techniques and strategies, and knowledgeable in team building. . Exemplary professional expertise and superior communication skills in both written and spoken forms

WORK EXPERIENCE

January 2018 – Present - Properties In Cash, LLC- Orlando, FL

Investor / Sales and Marketing

- Preserve a close relationship with buyers/sellers, investors, and business partners to ensure business growth
- Identifying weaknesses in the market through competitor analysis
- Initiated and developed new product research and development, researched market conditions and monitored competition
- Responsible for monitoring and updating revenue management
- Research properties and market conditions to determine which are favorable for rehabilitation and re-sale or rent.
- Negotiate with contractors on rehab, fix and flip projects
- Demonstrated exceptional prospecting skills by generating extensive client base through aggressive marketing and personal referrals from satisfied buyers and sellers
- Excelled in client development, public relations, customer follow-up and property management
- Arrange meetings with money lenders, potential investors and homeowners

**Feb 2011 – Dec 2017 - BluLux Transportation Orlando, FL
Operations Manager**

- Acquire new business through search engine advertising (Pay per Click via Google, Bing etc.) and referrals
- Perform back end SEO tasks for company website to maximize business exposure on the internet.
- Oversee the recruitment of new drivers and ensure all staff maintains safety and compliance standards.
- Built long-standing, productive relationships resulting in high client retention and client satisfaction; continuously enhanced referral base due to delivery of exceptional customer service
- Demonstrated exceptional team building capability, which ultimately lead to maximum financial performance and employee satisfaction.

CYRIL SAMUEL

Professional Expertise

- Ability to work priorities, own workload and demonstrate planning and organizational skills, and able to remain calm under pressure
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Internet Explorer, Mozilla Firefox, Google Chrome, Google Docs, Google AdWords, Google Calendar, Google Analytics and CRM.
- Experienced in buying and selling properties
- Good knowledge of real estate laws and procedures
- Wide knowledge of people management procedures
- Familiarity with marketing techniques
- Ability to develop good relationships with prospective customers.
- Able to work with a team or alone
- Ability to explain routine tasks to others as directed, and an ability to listen and follow instructions.
- Strong interpersonal and communication skills (verbal and written) with the ability to express solutions and ideas to colleagues and users at all levels
- Ensures accuracy and quality of work is maintained at all times
- Ability to multitask and excellent time management skills
- Strong presentation and demonstrating skills; Maintaining positive relationships with colleagues and customers.
- Detail oriented for accurate recordkeeping.
- Proficient with technology with excellent knowledge in internet and software usage
- Strong knowledge of SEO (Search Engine optimization)
- Experienced in key word research and content marketing

June 2008 – Nov 2010 – Fast-Forward Motors- Orlando, FL

Sales and Marketing Manager

- Conducted payroll functions for entire staff ensuring accurate staffing and labor costs.
- Performed annual budgeting and managed \$200K line of credit used for inventory and capital purchases; evaluated and purchased vehicles at auctions and from wholesalers.
- Implemented strategic marketing plans that resulted in competitive pricing, sustainable sales results, and quality service.
- Interacted with third party vendors including accountant; performed forecasting and financial reporting functions.
- Trained all personnel on operational procedures; documented new processes for sales and customer service using new CRM tool

**March 2005 – May 2008 – Bank of America Corp- Orlando, FL
Branch Manager**

- Provided customized financial solutions to existing and new customers; performed needs analysis and determined applicable products that meet the needs of clients.
- Directed staff in areas of sales techniques and service expectations; maintained compliance with all regulatory and bank policies while holding staff accountable for performance.
- Conducted business-to-business sales activities to drive brand awareness and capture additional revenue from community businesses.
- Received multiple awards for significant contributions in customer satisfaction improvement.
- Consistently met performance metrics related to sales and service.
- Navigated challenging situations and resolved complex customer service issues using exceptional communication and negotiation strengths.
- Analyzed branch performance and coached employees on areas of improvement; communicated with Senior Leadership on performance assessments and built consensus amongst employees regarding corporate initiatives

Education

- New Hyde Park Memorial
HS Diploma
New Hyde Park, NY
1996-2000

REFERENCES: References available upon request