

Jason A. Dubery

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EDUCATION

Bachelor of Arts in Public Relations

University of Florida, Gainesville, Florida

December 2012

PROFESSIONAL EXPERIENCE

Contec DTx Inc.

BUYER

July 2014-Present

- Perform day to day procurement activities included obtaining competitive price quotes; preparation and implementation of formal bids; negotiating procurement details with suppliers; coordinating product and service trial periods or demonstrations as required; negotiation of long term pricing agreements' providing recommendations for appropriate and cost effective alternatives.
- Analyze the MRP Exception and Generation Reports daily, issue appropriate adjustments to delivery schedules to compensate for schedules and product design changes utilizing pegging. FPO;s and re-planning as necessary. Communicate with Suppliers to ensure that materials are delivered on a timely basis.
- Collaborate/ coordinate with other departments to obtain proper requirements, specifications, delivery terms and cost targets for assigned products.
- Regular assessment of supply base for assigned commodities to identify and resolve technology and quality gaps.
- Maintain a working understanding of customer priorities and expectations through contact with other staff members.
- Utilizing information from interviews, site visits, seminars, trade shows, technological publications and other available media to maintain and improve expertise in the commodities assigned.
- Manage change implementation with suppliers to ensure proper compliance with the appropriate design requirements and minimize financial impact.
- Working knowledge of global logistics and how to effectively manage and stage orders to reduce freight costs.
- In charge of our display and integrated systems business communication with suppliers globally in the U.S, Taiwan and China. I am also a program coordinator for our community relation's team.
- In 2015 saved Contec DTx Inc. \$1.3 million dollars through cost down negotiations.

Waffle House

GENERAL MANAGER

March 2013 - July 2014

- Directed all aspects of operations for a 24-hour restaurant generating over \$ 1 MM in annual sales volume through strategic planning and effective leadership.
- Motivated and managed team of 50 store associate who helped achieved established financial plans, sales goals and customer service objectives.
- Conducted regular on-site visits and collaborated with the corporate offices on review of profit and loss, unit per sale figures, payroll, and inventory control reports and customer satisfaction levels.
- Scrutinized missing funds, credit card theft, and missing deposits while working with local authorities.
- Managed day-to-day operations profitable restaurant; recruited, trained and motivated staff.
- Analyzed and planned restaurant sales and organized marketing events and promotional plans accordingly.
- Generated detailed daily, monthly, quarterly and yearly reports on business, staff, and profits.
- Provided customer support by resolving complaints about service or food quality.
- Maintained high level of quality hygiene, health and safety by following OSHA standards.
- Cultivated relationships with customers and gained recognition for developing strategies to offer exceptional service.
- Integrated and conducted safety and training initiatives in accordance with company policies.
- Analyzed and planned restaurant sales and organized marketing events and promotional plans accordingly.
- Generated detailed daily, monthly, quarterly and yearly reports on business, staff, and profits.
- Provided customer support by resolving complaints about service or food quality.
- Maintained high level of quality hygiene, health and safety by following OSHA standards.

City of Gainesville

PR INTERN (EO OFFICE)

January 2012 – January 2013

- Helped orchestrate Equal Opportunity events within the community serving as a liaison to the EO office.
- Responsible for creating and publishing the office's Annual Report containing pivotal EO data.
- Worked on a grassroots campaign for the office and built their brand and social media presence amongst University of Florida students and staff about the office and its resources available.

Elite Group LLC

July 2009- October 2013

Managing Partner

- Analyzed marketing trends as well as managed and maximized company efficiency for the Elite group LLC, which is a full-service marketing, promotional, advertising and booking agency in Gainesville, Florida.

COMMUNITY OUREACH

SKILLS

Areas of Expertise

Strategic Management * Distribution * Training & Development * Inventory Management * Profit Management
Conflict Resolution * Team Building * Supply Chain *Loss Prevention * Logistics