

# Amber J Sahbudak

Jacksonville Florida

## Contact

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## Summary

Skilled entrepreneur knowledgeable about employee management, marketing, and operational costs with 13 years of business operation experience.

## Skills

Business Development

Customer Service

Payroll

Sales

Budgeting

Inventory Management

Digital Management

Accounting

## Professional Experience

### **Williams Farms Produce Sales**

Islandton, South Carolina & Punta Gorda, Florida

February 2007 – September 2009

Specialized in Growing, Harvesting, Packing and Re-Packing of Fresh Produce Commodities

(Watermelon, Cantaloupe, Peppers, Squash, Cucumber, Tomato)

#### *Sales Associate and Coordinator:*

Assist sales team in receiving telephone requests for price quotations, purchase orders, order changes, adjustments, and cancellations directly from customers; follow up on customer and supplier inquiries; worked closely with logistics regarding shipments and scheduled deliveries; maintain files of active orders and post activity updates; review purchase patterns of assigned accounts; assist in allocation of product in short supply and assist in selling of product with oversupply; ensuring trouble files are

settled in a timely manner; communicate production schedules; pursue and develop new customers; maintain existing retail customers; prepare weekly ad pricing and sales forecast; set up promotions requested by management; ensure warehouse inventories are accurate and properly rotated using FIFO method

*Employee Safety Analyst and Food Safety Coordinator:*

Responsible for developing, implementing and maintaining Company Safety Program; maintain current knowledge of all federal, state and local departments; ensure compliance with all safety training programs intended to prevent workplace illnesses and injuries; investigate work injuries and ensures proper claims reported to appropriate departments; maintain full compliance with OSHA, USDA, FDA and EPA regulations and guidelines; maintain and update all MSDS and related forms; oversee the administration and execution of programs, policies and procedures; assure finished goods are in accordance with customer and company quality control guidelines; train employees on all SOP, PPE, and pesticide handling procedures in Spanish and English; develop and execute all corrective actions related to prevent illness/injury re-occurrence; update and maintain HACCP program documentation; develop GAP and GMP programs and documentation; represent Company during all Third Party Audits (USDA, Primus, OSHA, Silliker); coordinate all recall training and activities; oversee effectiveness of all record keeping systems.

Sahbudak – 2

*Logistics and Shipping Associate:*

Conduct daily cycle counts of warehouse inventories; keep record of all inventory measurements; maintain reports on daily inventory accuracy, cycle counts and FIFO management; coordinate the loading of trucks by checking in drivers, assuring the loading sequence of product, availability of product and final recording of shipping manifests; coordinate the use of outside trucks for FOB and DEL shipments; negotiating rates; monitor progress of shipments; maintain working knowledge of state and federal DOT regulations.

**Ava's Italian Restaurant**

Fleming Island, Florida

August 2010 – May 2012 (Sold Restaurant)

*Owner, Head Chef, Food Safety Coordinator, Accounting Manager and Bookkeeper*

Analyzing and planning restaurant sales level and profitability; preparing reports weekly, including staffing, food control, sales and costs; planning and coordinating menus; managing staff, including recruiting and proper training; responding to customer complaints; checking and maintaining inventory levels; maintaining compliance with Federal and State Health Codes; enforce sanitary practices for food handling, general cleanliness, and maintenance of kitchen and dining areas; responsible for ensuring that all financial (invoices, reporting) and personnel/payroll related administrative duties are completed accurately and on time

## **Ocean Movers Inc**

Jacksonville, Florida

April 2010 – Present

### *President/Owner*

Developed advertising and marketing strategies to ensure company objectives were met and exceeded.; Responsible for administering accounts receivable, accounts payable, and employee payroll; Responsible for purchasing any equipment, supplies and inventory materials; Manage daily scheduling and truck dispatching; manage daily employee work schedules; Responsible for managing all employees to maximize productivity and efficiency; Initial point of contact for customers; responsible for maintaining high levels of customer satisfaction; responsible for customer complaint resolutions; Solely responsible for all company cash management, bank accounts, and line of credits; Single authorized signature on all business checking and savings accounts; Responsible for the obtaining and executing of all contract bids; Responsible for obtaining and maintaining all licensing and certifications; Assist in the act of moving when necessary due to shortage of staffing or arising of additional work; Developing and maintaining safe and effective work policies and procedures, such as employee hygiene, lifting safety, vehicle safety; Responsible for attending selective and mandatory seminars, trainings, and trade shows; Responsible for daily office management operations;

## **Jacksonville Quartz and Stone LLC**

Jacksonville, Florida

April 2021 – Present

### *General Manager*

Implement operational strategies and effectively built employee loyalty; Lead facility management staff in producing business plan that focused on company operations; Oversee contract negotiations, budget implementation, disciplinary reviews, training and work schedules; Maintain profit targets by developing budgets; Evaluate facility operations and personnel for safety regulations compliance; Set and enforce performance and service standards to keep consistent, high quality environment devoted to customer service; Achieve growth and hitting sales targets by successfully managing the sales team; Design and implement a strategic sales plan that expands company's customer base and ensure it's strong presence; Manage recruiting, objectives setting, coaching and performance monitoring of sales representatives; Establish guidelines on how often the company gets price quotes for items, the number of bids to accept and which vendors to consider; Buy goods and services for the company; Develop the organization's procurement rules and regulations