

Jose Solis-Flores

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EDUCATION

Baldwin Wallace University, Berea, OH

Expected Graduation: May 2018

- Rising Senior attaining a Bachelor's of Science Degree in Business Finance with a minor in Business Leadership
- Major GPA: **3.22**
- Recipient of the Baldwin Wallace Academic Scholarship & George and Fran Boyer Scholarship

EXPERIENCE

Assistant Manager at **Vector Marketing**, Indianapolis, IN

April 2016 – August 2016

- Managed sales reps and drove demo sales through daily interaction and goal setting
- Recruited 9 personal recruits and interviewed 45 potential representatives
- Verified representative's presentations and calculated and submitted all representatives weekly base pay
- Currently gaining skills in hiring, training, and management as a Member of The Leadership Academy class of 2016 & 2017

Sales Representative at **Vector Marketing**, Indianapolis, IN

December 2015 – April 2016

- Qualified leads and scheduled appointments over the phone, acquired time management and communication skills
- Presented sales demonstrations to clients resulting in \$14,509 in career sales CPO and \$274.10 average order size
- Selected to Attend 2016 YEB, Opening Day, SC1, SC2, and CoC conferences
- Achieved first four sales rep promotions within five months and became a certified field trainer

Assistant Supervisor at **Old Town Design Group**, Carmel, IN

March 2014 – August 2016

- Gained knowledge and experience in building custom homes (interior and exterior) as well as landscaping
- Worked alongside the construction supervisor to make sure deadlines were met and sites were kept presentable
- Gained expertise relating to landscaping/erosion control, dry wall repairs, painting, minimal electrical, tile/floor repairs, and minimal frame repairs

Accounting Intern at **Old Town Design Group**, Carmel, IN

May 2017 – August 2017

- Gained knowledge of QuickBooks accounting software by entering bills and creating invoices
- Met deadlines and created specific budgets for the maintenance in our developing neighborhoods
- Additional tasks: Bank reconciliations, filing invoices, making sure vendors were paid, and used Microsoft Office

CFO at **Professional Service Cleaning**, Indianapolis, IN

February 2015 – Present

- Negotiated and acquired 7 new clients: For PSC using phone and communication skills obtained from Vector
- Continuously update company files: Balance Sheets, Contract Negotiations, Media Marketing, and Invoices
- Provide Business Marketing, Financial, and Expanding plans for the following years

LEADERSHIP ACTIVITIES

Organizer at **Our Lady of Mount Carmel Church**, Carmel, IN

May 2013 – August 2015

- Assisted in coordinating food pantry drives and organized theatre plays
- Provided my services as a Spanish Interpreter at various church events and in the local medical clinic
- Helped facilitate, organize, and effectively set up confirmation retreats

Mission Trip Student Leader at **Our Lady of Mount Carmel Church**, Carmel, IN

July 2013

- Collaborated with summer camp instructors to teach inner-city students elementary school skills
- Helped interpret with the Spanish speaking students