

JON NELSON

nelson.jonchristopher@gmail.com | 321-626-5185 | Titusville, FL

SUMMARY

Motivated sales and business professional with experience driving revenue growth, managing vendor relationships, and supporting marketing campaigns. Skilled in sales coordination, customer account management, and contract negotiation. Proven success in increasing engagement through marketing initiatives, strengthening client/vendor partnerships, and managing operations to improve profitability.

WORK EXPERIENCE

Sales, Marketing & Purchasing Coordinator

Live Free Armory

March 2021 - Present

- Supported sales operations by preparing weekly and monthly reports on inventory and sales performance.
- Coordinated with vendors and suppliers to confirm orders, resolve issues, and maintain strong business relationships.
- Assisted in marketing initiatives, including trade show logistics and digital campaigns.
- Negotiated with suppliers to secure favorable pricing and delivery schedules.
- Contributed to customer satisfaction efforts by aligning purchasing with production schedules.

General Manager

Broom Hildy's – Cocoa, FL

April 2018 - March 2021

- Led business operations for multiple locations, overseeing payroll, sales tracking, and vendor contracts.
- Drove customer engagement through digital advertising, PPC campaigns, and promotions.
- Managed customer communications, including bookings, accounts, and issue resolution.
- Increased profitability by improving collections on outstanding customer accounts.
- Supervised and trained staff to provide excellent customer service and accurate sales processes.

Patient Care Technician / Administrative Support

Parrish Medical Center – Titusville, FL

June 2008 - Dec 2017

- Supported patient care and administrative operations by improving staff communication and efficiency while managing supply orders and vendor invoicing.
-

KEY SKILLS

- Microsoft Office
- QuickBooks
- Adobe Creative Suite
- Google AdWords/PPC
- Social Media Marketing
- Problem Solving
- Administrative Support
- Data Entry
- Data Analysis
- Hubspot
- Sprout Social
- CapCut

JON NELSON

nelson.jonchristopher@gmail.com | 321-626-5185 | Titusville, FL

KEY SKILLS

- Communication
- Adaptability
- Time Management
- ChatGPT
- Mail Chimp
- Salesforce
- Detail Orientated
- Teamwork
- Efficient
- Analytical Thinking
- Canva
- Google Drive
- Critical Thinking
- Organized

EDUCATION

Eastern Florida State College
Pursuing BS in Cyber Security

- GPA: 3.60

August 2025 - Current