

## CLAY M. MAHAN

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**OBJECTIVE** Employment position with opportunity for growth and advancement

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### QUALIFICATIONS

- Effective interpersonal communication skills.
  - Inventory control and management experience.
  - Organization and time management skills.
  - Ability to quickly assess business situations.
  - Evaluate alternatives and solve problems.
  - Knowledge of financial management principles.
  - Commercial and residential construction management operations experience.
  - Experience with owning and operating small business and the personnel.
  - Project managing housing projects, remodels and commercial job sites.
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January 2013-May 2013 (Seasonal)

**The Home Depot**

San Jose, CA

### Flooring Specialist

Responsible for everyday operations, customer service and inventory control.

- Responsible for customer service relations and Flooring, Blinds and Shelving orders.
  - Inventory control operations, keeping an accurate count and stock full.
  - Answer detail flooring oriented questions for contractors and customers.
  - Operated forklifts, transfers, custom orders and set up measurements for custom orders.
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October 2011- November 2012

**TLC Mobile Pet Grooming & Pet Resort**

Aromas, CA

### Pet Resort Manager

Accountable for everyday operations, customer service and care-take for the animals at the kennel.

- Lived on property care-taking for all animals including dogs, cats and horses.
  - Managed employees as well as all customer service relations.
  - Responsible for remodel work at Camp TLC; building fences, walls, gates, concrete work, custom beds for the dogs and all other needs around the kennel.
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Aug. 1997-Dec. 2012

**Ray's Flooring Specialist, Inc.**

Albuquerque, NM

### Subcontractor/Warehouse Manager/Assistant to the President of Commercial Operations

Coordinated inventory control and management of warehouse. Supervised staff in loading/unloading material. Processed and maintained RFMS database control of material request and dispositions.

- Project managed flooring installation at major resorts and casinos as well as hospitals, schools and prisons.
- Scheduled independent flooring contractors with the general contractors on projects.
- Met with general contractors & assured delivery of adequate materials.
- Subcontracted on commercial jobs such as Lowe's, Wal-Mart, Target & Staples.
- Operated forklifts, coordinated delivery trucks.

**Clay M. Mahan**

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**July 2008-July 2009**

**Arizona Tile**

**Albuquerque, NM**

**Customer Service Representative**

Responsible for customer service in the Tile and Granite Slab Departments. Worked with inventory control in the Tile, Stone and Granite Slab Departments. Helping customers with style and color matches for floors, counters and backsplashes.

- Answered phones and worked with contractors and customers on a daily basis.
- Set up quotes, answered questions pertaining to material information, ordering & installation procedures.
- Worked 5-ton overhead cranes & forklifts loading/unloading material trucks as well as contractors.

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**June 2003-July 2008**

**Element Tile & Stone**

**Albuquerque, NM**

**Owner/Operator**

Responsible for operations, sales, takeoffs, submittals, installation, job materials, employees, bookkeeping, invoicing, payroll and customer relations.

- Customizing in new and remodel installation of ceramic tile, wood and hard service flooring.
- Custom built showers, kitchens, floors, granite counter-tops and backsplashes.
- Worked building lasting relationships with customers, general contractors and my employees.

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**Education**

**August 1998-May 2003**

**University of New Mexico**

**Albuquerque, NM**

**Bachelor of Business Administration**

- Concentration in Business Finance
- Graduated top of class in Finance.

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**References**

*Hugh Jason Ylarraz*      (303)921-2138  
*Rebecca Overdorf*      (575)635-1561  
*Brandon J. Perry*      (480)455-2382