

# Paul W. Nawrocki

150 Spring Valley Street, Beacon, NY 12508 • 845.831.1802 (h) • 646.584.3900 (cell)

E-mail: [paul@paulnawrocki.net](mailto:paul@paulnawrocki.net)

*"I am tenacious and reliable. I always make a point of understanding the processes around me so I can work with the limitations that exist while looking for ways to improve the system."*

## Summary

Intelligent, inventive and exceptionally driven ex-operations management professional seeks dynamic new opportunity in a challenging yet creative business communications environment. Hands-on knowledge of international business administration, management and communications; experienced corporate ambassador/liaison, particularly in the Asian market. Recent experience with national and international press, including CNN, *Business Week*, Associated Press, Reuters and the *Daily Mail*. Bachelor of Arts in English (some post-graduate work), State University of New York, Fredonia, New York. Computer skills: Microsoft Office suite (Word, PowerPoint, Excel, Outlook, Project).

## Professional Profile

### **Director of Operations, Sababa Group, Inc., New York, NY (2005-08)**

As sales department/Hong Kong vendor liaison, managed and directed order-processing department. Teamed with sales department to review domestic and FOB inventory needs, place purchase orders with vendors and follow through on shipments and receipt of goods. Prepared inventory reports for senior management review and planning. Prepared weekly shipment reports and followed up with domestic warehouse to expedite shipping and troubleshoot problem orders.

### **Operations/Import Manager, Hoberman Designs, Inc., New York, NY (2002-05)**

Supervised order-processing department and acted as liaison between sales department and Hong Kong vendor. In tandem with sales department, reviewed domestic inventory needs, placed purchase orders with vendor and provided follow-through on shipment and receipt of goods. Processed orders for FOB as well as international orders. Handled all documentation for shipments from vendor in Hong Kong with freight forwarder, customs broker and L/Cs with bank for collection.

### **Director of Sales Administration, Just Toys, Inc., New York, NY (1997-2001)**

Working with both domestic and international customers, served as liaison between sales department and Hong Kong office. Along with Sales Vice President and sales force, generated detailed sales forecast reports distributed to senior management for planning purposes. Placed master orders with Far East vendors as well as with domestic manufacturing facilities; tracked inventory levels and production capacities to ensure on-hand orders and orders anticipated by sales were covered by sufficient inventory. Processed shipping documents with broker for domestic clearance of incoming goods. Provided expert customer service to successfully troubleshoot problem orders and expedite shipments. Processed documents for FOB Hong Kong orders; connected daily with Hong Kong office to ensure all orders were shipped as scheduled.

### **Director of Sales Administration & Planning, Tyco Preschool, New York, NY (1996-97)**

Served as liaison between sales department and our Hong Kong office. Worked with Sales Vice President and sales force to compile sales forecast reports distributed to management for planning purposes. Placed master orders with vendors in the Far East, tracking inventory levels to be sure on-hand orders, as well as those anticipated by sales, were covered by inventory. Partnered with Mount Laurel office of Tyco to begin integration of both computer systems into one database. Worked closely with computer programmers for development and refinement of computer reports.

### **Buddy L Corporation/SLM, Inc., New York, NY (1972-95)**

*Buddy L began as a family-owned business and was purchased by SLM in 1990. In 1995, after 22 years of rewarding and progressively responsible experience, my job was eliminated. I subsequently embarked on several great opportunities with ToyJobs, Inc., an assignment-based placement agency.*

- **Director of Imports/Import Operations Manager (1990-95).** Reported to Vice President of Far East Operations in newly created position. Liaison between Sales department and our Hong Kong Office. Placed master orders with Far East vendors, checking on their production, track completion dates, capacities and inventory levels. Ensured that on-hand and anticipated orders were covered by sufficient inventory. Maintained master order report that detailed left-to-sell quantities on an ongoing basis for sales team. Conducted follow-up with customers for placement of outstanding Letters of Credit. Traveled to Hong Kong and China during peak shipping season to expedite vendor production for key customers. Teamed for integration of AS400 into data processing in Hong Kong and co-developed ongoing reporting procedures. Expedited shipments and handled general troubleshooting.
- **Office Manager (1977-90).** Supervised Order Processing Department, including mailroom and customer service functions (wholesale and retail). Handled event management for annual Toy Fair event for sales force and customers (show room setup, catering/foodservice and pre- and post-event direct mail). Teamed with management and newly formed IT staff to develop automated business history tracking system that included historical and current data. After SLM purchased the company in 1990, promoted to Director of Imports.
- **Order Clerk (1972-77).** Calculated and categorized all incoming orders; manually posted data to ledger sheets for senior management review. Supervised administrative support team, including secretary and mail clerk. Entry-level position; promoted to Office Manager.

### **Here's What Others Have Said About Paul Nawrocki:**

“Paul is a very dedicated, hardworking individual. He is both an outstanding team player and loyal employee who has very strong interpersonal skills resulting in him being both liked and respected by his peers, subordinates and superiors. I would highly recommend Paul as a valuable and loyal contributor to any new business team.”

—*Bob Wann, Former Chief Operating Officer, Sababa Group, Inc.*

“Not only does Paul bring a great work ethic and extensive skill set, he is a shining example of a team player. [Even though] Paul's experience is in the toy industry, he adds value [and would be an asset] to ANY consumer packaged goods company. He [has] worked with every major and minor retailer in North America: Toys R Us, Walmart, Target and Kmart, but also Barnes & Noble, Blockbuster, Claire's, Macy's [and more].”

—*Stone Newman, Founder and Former President, Sababa Group, Inc.*

“...every time we have placed him, the company has been delighted with his work. He can handle any position in operations, logistics or sales administration, manage your back office staff or be a one-man back office.”

—*Tom Keoughan, President, ToyJobs, Inc.*

“...a great manager, co-worker and friend. He stays on top of every detail from production to delivery, the whole time keeping his team motivated and excited.”

—*Matt Kaplan, Marketing Manager, Sababa Group, Inc.*

“Paul brings a high level of skill, dedication and experience to his work. He can handle a wide variety of tasks while keeping his eye on the priorities. He can see what is needed and does not hesitate to go after the results, no matter how difficult. He is great as a team member, but also functions well independently. He is a pleasant and engaging person, a real asset to any professional environment.”

—*Kathleen Hayes, Controller, Sababa Group, Inc.*