

# CHRISTOPHER BUCHLER

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## MANAGEMENT ADMINISTRATION WITH FOCUS IN OPERATIONS AND DISTRIBUTION

Over 10 years of comprehensive experience in business management and operations. Specialized expertise includes profit and loss responsibility and direct experience in:

**Systems Management**  
**Training**  
**Cost Control**  
**Inventory Control**

**Accounts Receivable / Payable**  
**Purchasing**  
**Vendor Relations**  
**Sales/Distribution**

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## PROFESSIONAL EXPERIENCE

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**MEES DISTRIBUTORS INC. , CINCINNATI, OH**  
Wholesaler of Granite, Marble & Ceramic Tiles

**2000 - Present**

**Operations / MIS Manager.** Oversee all internal operations of a \$12 million wholesale tile distributor. Maintain **AS/400** mainframe, PC network, and software applications. Manage accounts receivables, payables, billing, and purchasing. Report directly to the President.

- Manage \$9.2 million in inventory; increased inventory turn rate from .5 to 4 per year.
- Reduced fixed costs \$49,000 annually by aggressively analyzing vendor relationships.
- Reduced billing process time 50% and established controls on 30/60/90 day overdue accounts.
- Researched and procured computer equipment that streamlined workflow processes by 30%.
- Implemented a virtual private network (VPN) between three locations that saved \$13,000/year.
- Substantially improved accuracy of product line by implementing cycle count processes.
- Authored Standard Operating Procedures, a step-by-step guide on work responsibilities.

**GENERAL FLOOR INDUSTRIES, BELLMAR, NJ**  
Wholesale Flooring Distributor

**1993 - 2000**

**MIS Manager** (1999 - 2000). Conducted annual inventory at 12 locations. Maintained AS/400 mainframe. Also installed and maintained terminals, PCs, and printers. Supervised eight. Promoted two times in six years.

- Established reporting system for senior-level managers to assess health of company.
- Implemented automatic inventory replenishment program that saved \$125,000/year in man-hours.

**GENERAL FLOOR INDUSTRIES** (continued)

**Systems Trainer** (1995 - 1999). Trained and assisted staff in use of software for point-of-sale, purchasing, and inventory management. Served in support functions for departments or branch managers.

- Orchestrated formal training program: developed curriculum; authored training manuals, testing modules, and progress reports; and incorporated milestones for career progression.
- Trained over 70 employees on order entry, accounts payable/receivable, and inventory control.
- Filled in as Distribution Manager for 6 months during incumbent's absence.

**Branch Manager** (1993 - 1995). Directed daily operations of the largest volume branch in the company. Reviewed all vendor invoices for account payables. Led monthly training seminars on customer relations. Replenished inventory for distribution center that serviced seven branches.

- Grew business to \$4.2 million/year; increased repeat business by building strong client relations.

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**EDUCATION**

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Associates Degree Program - Business Management, Camden County College, NJ  
Certificate in Financial Basics from Wharton School of Business, Philadelphia  
Courses in Time Systems (Time Management), Inventory Control, Project and Task Management  
Dale Carnegie