

Javier Mar

Deerfield Beach, FL 33064 | PH: (954)865-7406 | Javiermar02@gmail.com

Proactive and results-driven professional with over 8 years of experience in management, including office / project relations, team leadership, and cross-department collaboration. Skilled in overseeing and executing timelines, resources, budgets, and driving continuous improvements. Expertise in strategic planning, process optimization, and effective communication between colleagues and clients. Proficient at aligning business objectives with operational excellence and managing multiple accounts simultaneously to meet organizational goals.

SKILLS

- Bilingual (Fluent in English and Spanish)
 - Proficient in Microsoft Excel, Publisher, Word, and Adobe PDF
 - Project / Office Management
 - Strategic Planning & Execution
 - Cross-functional Team Leadership
 - Process Optimization & Workflow Improvements
 - Risk Management & Problem Solving
 - Schedule Optimization & Time Management
 - Communication & Client Relations
 - Progress Monitoring & Continuous Improvement
 - Staff Training & Development
-

WORK EXPERIENCE

Enhance Health

Accounts Manager — Sunrise, FL | August 2022 – Present

- Managed onboarding and training for a team of 30+ sales and customer service agents, ensuring smooth transitions and adherence to deadlines.
- Coordinated with carriers to ensure timely contracting and system integrations, facilitating a smooth workflow and ensuring agents are ready for sales seasons.
- Led projects to track and maintain certification reports for employees, improving preparedness and compliance with industry regulations.
- Monitored team performance, ensuring alignment with service level agreements and operational objectives.
- Maintained key client and policy data in the agency management system, ensuring accurate and up-to-date information.

Air-con International

Manager — Pompano Beach, FL | March 2019 – August 2022

- Managed cross-functional project teams, collaborating with multiple departments to achieve common business goals and drive process improvements.
- Oversaw budget management and cost optimization initiatives, including labor costs, inventory purchasing, and technology upgrades.
- Led process improvement projects, streamlining workflows to reduce waste and increase resource utilization.
- Coordinated the onboarding and training of new employees, ensuring alignment with operational goals and maximizing team performance.
- Developed and implemented strategies for increasing productivity, ensuring customer satisfaction, and meeting project deadlines.

Rainsoft Water & Air Purification

Assistant Manager — Pompano Beach, FL | September 2016 – February 2019

- Led cross-functional team efforts to improve sales performance through effective upselling and cross-selling strategies, contributing to overall revenue growth.
 - Managed scheduling, resources, and workflows to optimize team productivity and ensure project timelines were met.
 - Oversaw daily operations, identifying areas for improvement, and implementing solutions to enhance efficiency.
 - Conducted regular staff meetings to communicate project goals, address concerns, and track progress towards objectives.
 - Collaborated with senior management to provide insights for strategic decision-making and future planning.
-

EDUCATION

Associate of Arts

Gold Coast | Tamarac, FL | November 2022

High School Diploma

Deerfield Beach High School | Deerfield Beach, FL | June 2016