

# ADAM STEINBERG

## SUMMARY

Results-oriented professional with a strong track record in monitoring performance metrics and enhancing team productivity in dynamic environments. Demonstrates expertise in leadership and motivation, fostering a culture of excellence that drives both quality and performance outcomes. Several years of experience contribute to a comprehensive understanding of operational success.

## EXPERIENCE

### CANADIAN JUNIOR GOLF ASSOCIATION - Administrative Supervisor

01/2024 - *Current*

- Helping parents register their children in golf tournaments
- Withdrawing children from golf tournaments when requested
- Liaison between Association and Golf courses where tournaments are
- Run tournaments in both Ontario and Alberta
- Maintain inventory
- Pack and send inventory to various provinces for tournaments
- Maintain vehicle fleet
- Coordinated travel arrangements for employees including flights, hotels and car rentals.
- Implemented departmental policies and standards in conjunction with management to streamline internal processes.
- Researched and prepared reports required by management or governmental agencies.
- Responded promptly to customer inquiries via phone or email ensuring excellent customer service standards were met.
- Assisted with the development of new processes for improving efficiency within the department.
- Maintain equipment, such as pop up tents, trailers, tear drop signs etc

### THE ORIGINAL FENCE AND DECK CENTRE - Sales Manager

01/1996 - 12/2023

- I started off as a delivery driver and rapidly moved up within the company.
- I reached out to new leads and scheduled appointments.
- I wrote and finalized contracts for client projects.
- Follow up with customers throughout the process, before, during, and after

## CONTACT

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## SKILLS

- Enthusiastic Contributor
- Adaptable Learner
- Committed Professional
- Consistently Dependable
- Strong Verbal Communication
- Customer Engagement Proficiency
- Analytical Problem Solving
- Experienced with Microsoft Tools
- Experienced with Google Tools
- Meeting coordination
- Information management
- Database administration
- Office management
- Training and coaching
- Cross-functional teamwork
- Expense reporting
- Credit and collections
- Proposal writing
- Relationship building

## EDUCATION

GENERAL ARTS AND SCIENCE  
DIPLOMA  
Seneca College

construction.

01/2001

- Designed decks and fences accurately for use in estimates based on extensive knowledge of materials, including composites, and railing options.
- Created a scope of work to be used by subcontractors.
- Coordinated a variety of jobs and tasks with subcontractors.
- Managed contractors and assisted with any problem-solving that came up.
- Purchased the correct materials needed for each job based on the scope of work and the contractor's progress.
- Successfully trained new sales personnel who were able to match or exceed industry standards.
- Created new opportunities for positive company growth.
- Liaison between sales, clients, production, vendors, and subcontractors.
- Established new accounts and serviced existing accounts maintaining professional relationships.
- Conducted market research and reported on competitors.
- Supported sales team members to drive growth and development.
- Resolved customer complaints regarding sales and service.
- Trained, coached, and mentored junior sales personnel to ensure success in their roles.

## CERTIFICATIONS

- First Aid and CPR July 2024
- Minor Hockey Trainer level 2 Oct 2024

### INDEPENDENT LIFE INSURANCE BROKER - Life Insurance Broker

01/2010 - 12/2018

- Sold a diverse range of insurance products, including life, disability, health, and group insurance.
- Found creative ways to meet new clients, providing what they need within their price range.
- Conducted extensive research on various life insurance products and services.
- Conducted thorough needs analysis to recommend appropriate life insurance products.
- Continued perfecting knowledge with segregated funds.
- Familiar with all major company providers and their products.

### STONE MOUNTAIN RACING - CEO / Owner

01/2005 - 12/2007

- Sold performance, styling, and restoration parts for various vehicle manufacturers.
- Identified and sourced reliable products for clients, ensuring adherence to budget constraints.
- Cultivated and sustained long-term relationships with suppliers and clients.
- Oversaw comprehensive accounting and bookkeeping functions, ensuring financial accuracy and compliance.
- Oversaw the setup and dismantling of display and information booths at car shows.
- Represented the organization at conferences, events, and networking activities as needed.

- Overseen the daily operations of the organization and ensured compliance with applicable laws and regulations.
- Negotiated contracts with vendors to secure competitive pricing for goods or services.
- Managed the maintenance of company display products, parts, and show car.

## **REFERENCES**

References will be provided upon a face-to-face interview

## **EDUCATIONANDLICENSES**

- LLQP (Life Insurance), 2018
- IFIC (Mutual Funds), 2011
- General Arts and Science Diploma, 2001, Seneca College

## **VOLUNTEER**

- Hockey trainer for AMHA U13 House League team White 2024-2025

## **REFERENCES**

References available upon request.