

# MICHAEL L. KIKOS

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## OBJECTIVE

A challenging position with a progressive organization capitalizing on the ability to lead and direct innovative management, growth and operational initiatives.

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## SUMMARY

- Extensive experience and demonstrated success in management, leadership, increasing profitability, P&L control, purchasing, inventory, operational analysis and customer service.
  - Self-motivated, dependable and professional ... Highly -organized while multitasking in fast-paced, dynamic and deadline driven work environments.
  - A clear and articulate motivator ... Quickly establish professional relationships with diverse groups of co-workers and clients ... Think strategically and act operationally to generate revenue and implement effective business plans.
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## EXPERIENCE

ALCO, Burr Ridge, Illinois

1981 – Present

### **Vice President Sales House Accounts (2006 – Present)**

Service over 200 hospitals in 8 states, which generate over \$750,000.00 in annual sales. Oversee all aspects of the accounts from initial call to closing of the sale. Have direct contact with Hospital Administrators and Decision makers in order to negotiate contracts and agreements. Member of the Companies Management Team which oversees all aspects of the Companies Operations.

### **Vice President (1998 - 2006)**

Lead and direct a staff of 45 in daily operations providing durable medical Equipment and services to hospitals, medical facilities and retirement homes in North America where I have contact and deal with the decision makers in such Departments as Purchasing, Environmental Services and Risk Management. Analyze Operations to implement new procedures and coordinate region procedures. Oversee Human Resource, Payroll, Accounts Receivable and Payable departments to ensure efficiency and accuracy. Interact with owner to review daily operations.

- Service more than 26,000 clients in North America including all Hospitals
- Generated 12 percent revenue increase yearly from 1998 to 2003.
- Durable Medical Distributor of over 250 manufactures such as Wheelchairs, Stretchers, IV Poles to name a few.

### **Inbound Sales Manager (1988 - 1998)**

Managed six sales representatives in sales of medical goods and services nationwide. Reviewed sales and interacted with vice president in providing sales forecasts. Instructed and mentored representatives in sales, negotiation and finalizing contract procedures. Oversaw representatives in strategic and territorial planning.

- Sales representatives provided 40 percent of company's sales.

### **Account Executive (1987 - 1988)**

Managed more than 200 clients throughout Southern Illinois, Missouri and the Chicagoland area. Prepared pricing quotes, negotiated distribution of goods and secured final sales. Work directly with clients, ensuring superior account service and continued follow-up.

**Sales Coordinator/Inventory Manager (1981 - 1987)**

Ordered and distributed parts nationwide; processed sales orders and assisted customers with inquiries.

- Upgraded systems to UNIX.

**EDUCATION**     DeVRY UNIVERSITY, Addison, Illinois  
Bachelor of Arts in Business Administration  
Continuing Education

**TRAINING**     Dale Carnegie Management Training  
Supervisory Training

**COMPUTERS**    Proficient in Microsoft 2010, Excel, Word, Power Point. Paychex Payroll Software,  
SAGE MAS 200 Business Software.

**VOLUNTEER**    QUAD 2 Rehab Mess Canteen,  
Fire Commissioner Fox Lake Fire Protection District

**--Professional references available upon request--**