

# Ellison Coleman

## BUSINESS ADMINISTRATION & OPERATIONS

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**in** <https://www.linkedin.com/in/ellison>

## SUMMARY

Skilled work with experience in the Military & Defense, Distribution & Logistics, Management Consulting, Utilities, Corporate Management Office, Personal Services, Trading & Commodity Trading, Security & Fire Systems, Marine Transport Services industry.

**Familiar with Government laws and regulations.**

## EXPERIENCE

### Freelance Marine Expert

**Self Employed** *Jan 2017 - Present*

Maritime consulting for Civilian and Military projects, Contract Management, Business Valuation, Administration Restructuring, Marina management, B2B / B2C Marketing, Logistics, Marine Operations, Sales Management Analysis, International Shipping, Sales, Business Analysis, Claims Preparation and Dispute avoidance.

### Head of Sales & Marketing / Marina Manager

**China State Construction Engineering** *Jul 2007 - Dec 2016*

- Design and facilitate in-depth interview programs with key company stakeholders. Manage engagements from initial data collection and analysis to creating final client deliverable that meets quality standards for all marine purposes.
- Reporting and advising management on the contractual and commercial status of the contracts in a timely and cost-effective manner.
- Support the Director Manager in import, freight, and logistics of the Marina services and Maritime products. Reviewing financial statements, sales and activity reports, and other performance data, measuring productivity, and ensuring optimal utilization of resources related to all departments, to maximize profitability and to reduce the overall operating expenses.
- Assistance in the correct interpretation and execution of the contractual standards and commitments in co-operation.

### Stores Manager

**Sumitomo Marine** *Apr 2002 - Jun 2007*

Record all stock movement and deliveries in database and prepare regular reports, Manage warehouse, costing, budgeting and forecasting.

### Supervisor

**Zurich Insurance Group** *Jan 1998 - Feb 2002*

Inventory control and monitoring operational supply chain for showrooms and distributors products (GMC, Subaru, Peugeot, Cadillac, Daihatsu, Chevrolet).

## SKILLS

- MS Office expert
- Budgeting
- Time management

- Problem solving
- Staff development
- Risk management processes and analysis
- Business consultant
- Performance monitoring
- Verbal and written communication skills
- Marketing & Sales development

## COURSES

**Accounting for non accountants - Pennsylvania**  
 University of Pennsylvania *Mar 2003 - Mar 2003*

**Military Equipment Sales - Denmark**  
 Samaco Vina *Jun 2012 - Jun 2012*

**Neuro-Linguistic Programming - Pennsylvania**  
 University of Pennsylvania *Aug 2005 - Aug 2005*

## EDUCATION

**MIS , Bachelor (BSc/BA)**  
 The University of Texas at Dallas *Jan 2003 - Jun 2006*

**Commercial Diploma**  
 University of Pennsylvania *Jun 1993 - Dec 1997*

## LANGUAGES

English	● ● ● ● ●	German	● ○ ○ ○ ○
Arabic	● ● ● ● ●	French	● ● ● ○ ○