Donald Sheldrake

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***Analytical Manager***

Seasoned, results-producing, Analytical thinking Operations Manager. Effective leader skilled in developing highly productive, sales-driven teams by implementing customer-focused training and sales programs. Exceptional ability to establish rapport with customers, gaining trust, and build strong repeat and referral business. Proven record of effective short and long-range tactical planning and improving operational processes to reduce shrink and achieve optimal profitability.

**Management and Sales Strengths:**

* Waste Management
* Retail Operations Management
* Boat, ATV, Off road Sales and Management
* Lumber and Building Materials
* Landscape Design and Property Maintenance, Management
* Pool and Pond Maintenance
* Design and Implementing Health and Safety, JHA’s
* Human Resources
* Purchasing and Vendor Management
* Operations Analysis / Inventory Planning
* Cost Reduction and Shrink Avoidance
* Merchandising
* Website Design and Maintenance
* Sales Training and Team Building
* Recruiting and Staffing Initiatives
* Budget Administration / Oversight
* Change / Turnaround Management

**Professional Experience**

**GFL (Green for Life)**

14131 Bayview Avenue, Aurora, ON

Route Supervisor, N6 Contract 04/2022 to Current

* Daily responsibility includes routing 60 plus vehicles to cover residential curb side collection for N6 Contract in York Region. Perform Daily OBA’s, clearing customer cases, ensuring all employees meet daily requirements for PPE and KPI’s. Fleet Management, Driver Training and Performance.

**Lakeview Marine Sales Ltd**

14025 ON-12, Port Perry, ON L9L 1B5   08/2021 to 10/2021

Special Business Consultant

* Hired on a closed contract to review business practices. To review, discuss and implement changes to the current SOP’s. Implemented changes to the retail store, Service and Parts Dept including process and hours of operation.

**Tracker Marine Boat Center, Bass Pro Shops and Cabela’s**

1 Bass Pro Mills Drive, Vaughan, ON   03/2019 to 06/07/2021

Group Sales Manager, GSM/ASM

* Managed day to day operations of Canadian Flagship Boat Dealership and retail store in Vaughan. Managed a team of 200 plus associates and more during Peak Season. Reviewed and updated SOP’s and training policies to reflect a changing Canadian market. Performed yearly reviews on staff while ensuring we had a great succession plan for internal growth. Turned Vaughan location into a profitable division after 9 previous years of financial losses. Worked closely with US Headquarters to ensure Company standards were meet. Specialized in selling a “lifestyle” for customers ensuring we shared their vision.

**Miller Waste Inc.**

Miller Compost Division, Richmond Hill, ON 03-2012 to 03-2019

General Manager, GM, Manager 3 sites

* Reviewed, designed and implemented new ECA to ensure the division had an opportunity to continue it growth pattern. Reviewed local market while proposing a new seasonal opportunity that would allow all employees to remain employed year round. Managed 3 locations across the GTA with total staff of 50 full time and 10 additional seasonal employees. Designed new SOP’s and employee training while ensuring the division was CORE certified. Wrote equipment requirements reviews for daily inspections on all heavy equipment, JHA’s and managed the JHSC for multiple Compost sites across Ontario.

**Lumber Liquidators Canada**

North York, ON 09/2009 to 03/2012

Regional Manager 9 Stores, HR Manager and Corporate Store CEO

* Responsible for day to day operations including Real Estate Leases and Canadian Growth from 1 to 9 locations. Managed day to day operations of the Canadian Distribution Center reporting to the Board of Directors in Richmond Virginia. Managed the Flagship store while ensuring all Store Managers meet training requirements for Canada. Created the Human Resources SOP for Canada ensuring it meet all Canadian Standards. Spent 6 months in the United States training prior to opening Canadian Locations. SAP specialist for Canadian in new role out.

**Lowes Canada**

East Gwillimbury, ON 02/2007 to 09/2008

Assistant Store Manager, ASM

* Oversaw day to day operations of Big Box Store including Vendor Management. 1st Store Manager Hired for Canadian Expansion and 1st employee brought in to work on Sku set change over from American to Canadian. Ran hiring fair for 9 Canadian Stores. Oversaw Commercial Dept Set up using previous experience to discuss programs and smooth roll out. Reviewed SOP’s from United States and proposed changes to reflect Canadian requirements. 1st and only Canadian Manager to score 100% on New Managers Exam. Spent 6 months in Buffalo, NY training prior to Canadian Store Openings.

**Tracker Marine Boat Center, Bass Pro Shops,**

1 Bass Pro Mills Drive, Vaughan, ON   09/2004 to 02/2007

Fishing, Marine, Inventory Control Lead Hand

* Managed day to day operations of Inventory Control Program while holding Assistant Manager position for Fishing and Marine Dept. Reviewed, proposed and rolled out Inventory program to assist with high ratio of “out of stock” items across all depts.. Suggested Product Knowledge seminars to assist employees with skills to up sell. Created teams that had a passion for selling while creating world class customer service. Ran new store set up program including planograms and store fixtures.

**York Property Maintenance, Property Management**

Stouffville, ON   1990 to 09/2004

Owner Operator

* Offered seasonal work including, grass cutting, fertilizing, snow removal, pesticide applications, Interior and exterior renovations and both soft and hardscaping. Managed a team of 20 employees with multiple teams across York Region. Specialized in High End residential Estate homes 5 acres or more. Purchased 5 other companies during this time to advance growth.

**Thornlea Lumber Home Hardware Building Center**

Richmond Hill, ON   1986 to 1992

Owner Operator

* Oversaw day to day operations of one of the largest Home Building Centers in Canada at the time, purchasing, HR, hiring, firing and sales. Ran custom Millwork facility specializing in baseboard, casing, trim and custom sidings.

**Educational Background**

Education

* 1986-1987, Seneca College, King Campus, ON, Law Enforcement
* 1984-1986, Dr. G. W. Williams Secondary School, Aurora, ON
* 1983, St. Andrews College, Private School, Aurora, ON (grade 9)

Skills:

* JHSC- Management Member. The Miller Group, OSG Group, May 2015, Level 1
* JHSC- Management Member. The Miller Group, OSG Group, July 2015, Level 2
* Transportation of Dangerous Good, OSG Group, July 2015
* First Aid, CPR Training, Fire Extinguisher Certified, The Miller Group 2017
* Boat Operators Certificate and previous Charter Boat Owner/Captain
* Microsoft Work, Microsoft Excel, Microsoft Power Point
* Supervisor

WHIMIS,

* Planogram Specialist for both Lowe’s Canada and Bass Pro Shops Canada
* SAP Specialist for Lumber Liquidators Canada. May 2010
* Train the Trainer, Forklift Training, 2006
* Manager of Job Fairs for Lowe’s Canada, 1st - 9 stores. October 2007

Hobbies/Passions:

* Golf- current member at Mill Run Golf Course in Uxbridge, ON
* EX Pro Bass Tournament Angler,
* Charter Captain and Fishing Guide, Bluffers Park Marina
* President of the Uxbridge Bass Masters Club
* Website Designer and Social Media Manager for Ontario Bass Nation
* Home Design and General Contracting
* Fishing and Motorcycles