

Robert Smith

Certified Shift Manager II

PERSONAL STATEMENT

To obtain a career oriented position with infinite growth and expansion with a reputable company.

WORK EXPERIENCE

Certified Shift Manager II

ABC Corporation - October 2013 - November 2014

Responsibilities:

- Sort, count, and wrap currency and coins keep periodic balance sheets of amounts and numbers of transactions.
- Compute and record totals of transactions. resolve customer complaints.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Maintain clean and orderly checkout areas. issue receipts, refunds, credits, or change due to customers.
- Initiated program that standardized employee training and led to increase in customer satisfaction by 12%.
- Performed bookkeeping activities, such as balancing accounts and conducting nightly audits.

Certified Shift Manager

Delta Corporation - 2009 - 2013

Responsibilities:

- Included Over seeing crew Money management Inventory control Data entry.
- Included Over seeing staff Money handling Inventory Data entry.
- In control of all store operations during my shift.
- In charge of money for transations and bank deposits.
- Scheduled and oversaw employees throughout their daily duties to help provide the best customer care possible Monitored employee hours and payroll .
- Increased crew production, lowered costs, and increased profits through labor optimization, waste reduction, and effective delegation.
- Managed an efficient and lucrative store through being a respectful leader to the 80 plus crew members I was in charge of.

Education

Diploma - (Mullins High School - Mullins, SC)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Comptia A+, C#, HTML
5, Javascript, Excel,
Word, SQL, .NET.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)