

MIA TAYLOR

Commissary Manager

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Dynamic Commissary Manager with 7 years of experience overseeing operations, ensuring compliance with quality standards, and enhancing inventory management. Proven ability to lead teams effectively, optimize processes, and maintain accurate financial records. Committed to delivering exceptional service while meeting organizational goals and improving efficiency.

WORK EXPERIENCE

Commissary Manager

Maple Leaf Consulting

📅 Jun / 2021-Ongoing

📍 Toronto, ON

1. Coordinate weekly meetings with facility contacts to ensure all commissary needs are met for both staff and inmates.
2. Oversee inmate financial balances to confirm funds are available for purchases, ensuring accuracy.
3. Conduct maintenance and repairs on KIOSK machines to ensure operational efficiency.
4. Address inmate inquiries concerning commissary services in a timely manner.
5. Verify all orders for accuracy and compliance with standards.
6. Process refunds to inmate accounts, maintaining detailed records.
7. Serve as a liaison between management and personnel, facilitating effective communication and operations.

Commissary Manager

Lakeside Apparel Co

📅 Jun / 2018-Jun / 2021

📍 Chicago, IL

1. Establish and maintain security protocols for all commissary operations, ensuring compliance with regulations.
2. Manage comprehensive records of commissary stock, including tracking invoices and inventory levels.
3. Maintain detailed issue records and submit them to the appropriate personnel for timely processing.
4. Utilize automated point-of-sale systems for efficient transaction processing and reporting.
5. Train staff on operational procedures and customer service standards to enhance performance.
6. Implement inventory management techniques to optimize stock levels and reduce waste.

EDUCATION

Bachelor of Science in Business Management

State University

📅 Jun / 2015-Jun / 2018

📍 Santa Monica, CA

Focused on operational management and logistics, enhancing skills in inventory control and business operations.

SKILLS

Inventory Management
Software

Data Entry And Reporting

Financial Tracking And
Reporting

Quality Control

ACHIEVEMENTS

- 🌟 Increased inventory accuracy by 20% through rigorous auditing and process improvements.
- 🌟 Reduced operational costs by 15% by implementing efficient procurement strategies.
- 🌟 Enhanced customer satisfaction ratings by 30% through improved service delivery.