

Robert Smith

Evening shift manager

PERSONAL STATEMENT

Evening shift manager is responsible for Maintaining a positive attitude to work with others who are committed to providing a safe working environment for all employees, Managing inventory, price tags, and shipping material, Maintaining documentation on material that is purchased or ordered by other departments in order to be available when needed by the customer.

WORK EXPERIENCE

Evening shift manager

ABC Corporation - March 2012 - September 2012

Responsibilities:

- Oversaw activities directly related to making products or providing services.
- Managed staff, preparing work schedules, and assigning specific duties.
- Collected payments from customers.
- Checked with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Took orders from patrons for food or beverages.
- Cleaned tables and counters after patrons have finished dining.
- Supervised 5-10 employees per shift.

Evening shift manager

Delta Corporation - 2008 - 2012

Responsibilities:

- Managed all the employees, did all the scheduling, ran evening reports, made daily deposits, inventory stocking and cleaning.
- Prepared educational crafts and activities for toddlers.
- Helped prepare breakfast, lunch, and snacks for children and staff.
- Evening shift manager.
- Maintained a clean center.
- Payroll filing data entry.
- Documenting food inventory on new orders.

Education

BA

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Excel, Word, Customer Service, Retail, Powerpoint, Photoshop, Shipping And Receiving, Organisational Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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