Robert Smith

Gas Station Manager

CONTACT DETAILS

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PERSONAL STATEMENT

An entry-level internship position in the business office of a public service company. Most successful when the role, performing enables employees to reach their potential, develop and grow.

WORK EXPERIENCE

Gas Station Manager

ABC Corporation - September 2008 – January 2012

Responsibilities:

- Conducted all inventory and ordering.
- Responsible for daily and weekly sales balance sheets and for cash sales averaging $3,000 per day.
- Check-in deliveries, ordering, and stocking supplies.
- Pump care and replacement of hoses and nozzles.
- Recovered the station from negative numbers to positive numbers.
- Managed over 25 employees at various stages.
- Made schedules and kept invitatory in order.

Gas Station Manager

Delta Corporation - 2006 – 2008

Responsibilities:

- Domain of all operation tasks of a gas station.
- Managed over 25 employees at various stages as an employed Gas Station Manager for Chevron Corporation.
- Increased the sales and doubled the revenue at this retail establishment in the heart of Huntington Beach, California.
- The store was reclassified due to the increase in sales while I was manager.
- Did complete bookkeeping for the store level, all inventory control, buying and upkeep along with hiring and firing of employees including schedules .
- payroll, staffing, employee training, scheduling, ordering, inventory, invoice retailing, product displays, bank drops, customer service, and .
- Run gas station, prepare food, clean store, serve customers.

Education

Chemical Dependency/Corrections - 2007(southern state community college - Wilmington, NC)

SKILLS

Cartography, Georeferencing, Image orthorectification, Graphic Design, and Coding.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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