

AMELIA MOORE

General Manager Sales

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PROFESSIONAL SUMMARY

14 years of extensive experience as a General Manager. A position requiring a proactive team leader with a strong customer focus, a commitment to quality and service objectives, and a solid track record for delivering results.

WORK EXPERIENCE

General Manager Sales

📅 May / 2019-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Perform market analysis to develop a new business plan to migrate the business to a different type of restaurant with capital investment.
2. Oversaw front of house personnel to maintain adequate staffing and minimize overtime.
3. Led and directed team members on effective methods, operations and procedures.
4. Carefully developed a lucrative annual food and beverage marketing plan and a strict budget to maximize profits.
5. Clearly and promptly communicated pertinent information to staff, such as large reservations or last-minute menu changes.
6. Met, greeted and encouraged feedback from customers and used feedback to implement positive changes within the restaurant.
7. Purchased adequate quantities of necessary restaurant items, including food, beverages, equipment, and supplies.

Assistant Manager

📅 May / 2015-May / 2019

Crescent Moon Design

📍 Portland, OR

1. Responsibilities I began as a part-time cashier in the garden center and worked my way up to the assistant manager position.
2. Was in charge at any given time of 100+ people, and had to manage my areas of the store.
3. Also worked at other stores that were in need, did auditing, loss prevention, and opened new stores.
4. Active listener, tech-savvy managed office-related tasks, including reception, purchasing, or, ar, and ap
5. Coordinated computer software systems for office workgroups, developed sales tracking programs and a web site

EDUCATION

Bachelor of Business Administration

📅 May / 2012-May / 2015

University of Michigan

📍 Phoenix, AZ

Focused on business management and sales strategies.

SKILLS

Guest Service Relations

Supervisory Management

Record Keeping

Office & Clerical

ACHIEVEMENTS

- 🌟 Increased annual sales by 20% through targeted marketing strategies and enhanced customer engagement.
- 🌟 Implemented a new training program that improved team productivity by 30% and reduced turnover.