

Robert Smith

Lead Assistant/Representative

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Experienced Professional skilled at balancing customer needs and company demands. Effectively builds loyalty and long-term relationships with customers while achieving all individual sales goals.

SKILLS

Multi-tasking, Call Center, Telephone , Customer Service.

WORK EXPERIENCE

Lead Assistant/Representative

Dollar General Stores - October 2014 - 2020

Responsibilities:

- Set appointments and create treatment plans.
- Provided guidance to supervisors and employees on purchasing and travel policies.
- Prepared travel arrangements for all staff including senior level management.
- Assisted employees with travel expense sheets.
- Authorized signor for District credit cards.
- Researched and made recommendations on purchases to maximize savings.
- Generated mandatory reports for Fats Oils & Grease Control Program.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Lead Assistant

Delta Corporation - 2009 - 2014

Responsibilities:

- Received inventory and assorted to be sold or donated.
- In charge of ordering and display merchandising.
- In charge of payroll processing, price changes, and employee scheduling.
- Implemented a new way of backroom organization and trained employees to learn new tasks such as ordering, inventory control, and price changes.
- Assisted in the training of new hires in safe forklift operation Safely and efficiently loaded/unloaded warehouse merchandise Performed office duties .
- Responsible for teaching, tutoring, counseling and mentoring children within the Kumon Math and Reading Learning Center.
- Ensured the highest development level of every child's reading and math skills, including counting, writing numbers, mental calculations and even .

REFERENCES

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

Education

Diploma in Medical Assistant - January 2011(Lincoln College Of Technology - Marietta, GA)