Robert Smith

Associate Lead Manager

CONTACT DETAILS

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Alabama
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SKILLS

Management, Billing, Accounts Payable, Accounts Receivable.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

To continue learning, gaining experience, excel in customer service in order to improve my problem solving skills and time management.

WORK EXPERIENCE

Associate Lead Manager

ITint Windows - September 2010 – 2020

Responsibilities:

- Initiates all marketing campaigns as well as designed all marketing materials including brochures, pamphlets, flyers, etc.
- Plays an integral part in promoting the business through word of mouth and business-to-business marketing efforts.
- Facilitates all payment transactions and ensured reconciliation at the end of the shift.
- Demonstrates flexibility regarding schedule changes, and both customer and management requests.
- Assists owners with price negotiations for supplies, thus leading to a significant price decrease in window tint film.
- Manages all customer issues and complaints.
- Takes corrective actions to remedy situations.

Lead Manager

Delta Corporation - 2005 – 2010

Responsibilities:

- Worked all over the store.
- Would manage the kitchen.
- Took orders at the front counter and drive through.
- It added more responsibility for me.
- Manage shifts, open and close store, order shipments, handle customer complaints, prepare schedule, daily deposits, and monthly inventory.
- Cook, clean, lead/manager Accomplishments Managing experience.
- Managed daily office activities for a busy telemarketing office, Carried out filling and data entry, answered/monitor phone calls, tracked sales for .

Education

Communications/Journalism - (Quincy University Art Show Participant)

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