ROBERT SMITH

Management Support

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Hardworking, organized, Management Support professional with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader.

MAY 2006 – 2021

MANAGEMENT SUPPORT - REGAL ENTERTAINMENT GROUP

- Trained new managers and drove onboarding process; helped establish an operational framework.
- Assisted in multiphase integration following site acquisition; technical conversion, coaching, etc.
- Established infrastructure for daily operations prior to grand opening.
- Participated in layout planning and coordinated launch teams for grand opening events.
- Oversaw building in absence of locations GM; cash management and opening/closing procedures.
- Provided operational support during periodic shortage in management personnel.
- Worked with goverment officials Work with supervisors managed personnel Operate forklift.

2001 – 2006

MANAGEMENT SUPPORT - DELTA CORPORATION

- Issue inventory to employees, unload truck deliveries, keep inventory stocked, etc.
- Complete paperwork for incoming cattle, inspect all cattle when unloading in the pens, push cattle to desired pens for daily kill schedule, And Keep .
- Improved my knowledge about the Meat Possessing business, Created better leadership skills working as management support, improved my food safely and .
- Balanced lottery for 52 stores, entered fuel deliveries; Tracked gas drive-offs, beer runs, and hot checks to file with the Amarillo Police Department.
- Helped answer phones and other duties as needed.
- Able to perform all jobs within the restaurant, including hosting, waiting on customers, using cash register, taking inventory on deliveries, .
- Management of the daily operations in the front of the restaurant and addressing problems.

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EDUCATION

B.A. In Economics & Business

SKILLS

MS Office, Training Skills.