

Management Trainee II

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

8 years of experience as a Management Trainee. Looking to obtain a position as a team player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve corporate goals.

Skills

Microsoft Word, Organized, Bilingual, Customer Service, Visual Merchandising, Adobe, Management, Retail, Training & Development, and Hiring.

Work Experience

Management Trainee II

ABC Corporation - October 2010 - June 2015

- Effectively leads the restaurant during a shift to ensure that excellent restaurant operations are consistently achieved.
- Lead each shift by delegating duties, assigning specific tasks and ensuring team members are prepared for each day.
- Responsible for the training and development of team members contribute to a team environment by recognizing and reinforcing individual and team accomplishments.
- Follow inventory control procedures and guidelines follow McDonalds operational policy and procedures, including those for cash handling and safety/security, to ensure the safety of all teams members and guests during each shift.
- Acts with integrity, honesty, and knowledge that promotes the culture of McDonalds.
- Maintain cleanliness and organization throughout the restaurant and ensure proper setup and breakdown of the entire restaurant including dining room, restrooms, kitchen, and prep areas.
- Work as a team to prepare a restaurant for each shift ability to manage time effectively while meeting all job responsibilities.

Shift Lead Supervisor

ABC Corporation - May 2007 - September 2010

- Ensured that the operation ran smoothly, efficiently and according to the industry standards while also overseeing and directing employees.
- Worked full time and knew how to perform each task required for my crew.
- Was responsible for cash management, organization, cleanliness, and general problem each day I was required to fill out the HACCP, which regulates temperatures of food and equipment used to prepare or contain food.
- I assigned certain employees to specific jobs which they would complete more efficiently than others.
- Also, I gave breaks to all employees on specific timings, I made sure daily goals were completed such as cleaning certain areas of the restaurant.
- Accomplishments I brought down times, made customers and employees stay longer meaningless turnaround, curbed excess waste/ food costs. All audits passed.
- Showed agility with employees getting to know them but also keeping the barrier between work and friendship and pertained the knowledge of memorization for the fastest working

tasks and flexible with the schedule because of school.

Education

None - 2009(Central High School - Barstow, CA)Bachelors Of Art With Thesis in Physics -
1986(University Of Chicago - Chicago, IL)