

Robert Smith

Lead Operations Assistant Store Manager

CONTACT DETAILS

1737 Marshville Road,
Alabama
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SKILLS

Alabama Industrial
Development Training.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Hiring and Development Of Employees For Multiple Teams Multi-Store Responsibilities Experience With Project Management Procurement and Allocation Experience Payroll and Expense Management Selection to Various Special Project Teams Supervised Facilities Management Operations Risk Management and Safety Process Management.

WORK EXPERIENCE

Lead Operations Assistant Store Manager

ABC Corporation - 2006 - 2013

Responsibilities:

- Evaluated employee performance and recognizing employees through reward and discipline.
- Recommended career development and termination of employees.
- Planned daily work activities and allocate work assignments based on business needs.
- Developed and analyzed strategic scheduling and manage payroll budget.
- Managed store maintenance process and work with facilities to maintain structure of building.
- Provided the customer with exceptional customer experience.
- Oversaw maintenance of all store employee personnel, medical, and immigration files.

Operations Assistant Store Manager

Delta Corporation - 2010 - 2016

Responsibilities:

- Assisted store manager to ensure the successful running of \$30 Million dollar store.
- Oversaw shipment and freight deliveries.
- Responsible for the managing of 100 employees.
- Maintained close communications with department heads to ensure that company standards are followed and in-stock.
- Prepared reports for the Loss Prevention District Manager to help monitor potential store shrink.
- Created a new procedure to help minimize store shrink.
- Assessed associates performance and completed reviews.

Education

Bachelor of Science in Human Environmental Sciences-Design -
(University of North Alabama - Florence, AL)