

Robert Smith

Overnight team leader

PERSONAL STATEMENT

To obtain a part-time Associate Program Manager position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and is able to share knowledge, ideas, and information.

WORK EXPERIENCE

Overnight team leader

ABC Corporation - April 2001 - July 2007

Responsibilities:

- Directed and supervised employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.
- Hired, trained, and evaluated personnel in sales or marketing establishments, promoting or firing workers when appropriate.
- Assigned employees to specific duties.
- Enforced safety, health, and security rules.
- Performed work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise.
- Planned and prepared work schedules and keep records of employees work schedules and time cards Manage the movement of goods into and out of production facilities.
- Contributed to merchandising ideas at team sale meetings.

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Delta Corporation - 1997 - 2001

Responsibilities:

- Involve managing over 40 team members.
- Make sure they are doing their job correctly by insuring proper training is given to them upon arrival.
- Am backroom trained.
- Utilized power jack and became certified.
- Stocked all merchandise zones and participated in light duties.
- Safely and efficiently unloaded merchandise off trucks.
- Adhere to store policies, procedures, and controls; open and close facility Planning, organizing, and delegating work among staff.

Education

Bachelor's

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Management, Customer Service, Fast Learner, Communication.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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