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Store Administrator

SUMMARY

Proven results-oriented record through clear, consistent communication and follow up to ensure understanding and execution of the goal. Consistently exceeded expectations to attain desired outcomes through ethical behavior. Created opportunities to expand skills, education, and knowledge for personal promotional growth of employees at all levels. Successfully exceeded goals by empowering, training, and motivating employees.

SKILLS

Administrative Skills, Communication Skills, Accounting Skills.

WORK EXPERIENCE

Store Administrator

ABC Corporation - 2014 - August 2015

- Accurately processed daily and monthly accounting duties.
- Responsible for greeting and directing customers in a professional and courteous manner.
- Worked with the Store Manager to provide support to ensure the Store implements and follows all Company policies and procedures.
- Included meeting weekly to discuss AP and AR progress.
- Provided administrative support for the Store.
- Performed routine administrative functions such as copying, faxing, filing, sorting incoming mail, and etc.
- Reconciled employee credit card report expenses using intermediate excel experience.

Store Administrator

Delta Corporation - 2011 - 2014

- Open the store daily Greet customers Waitress Delegate tasks to team members Train team members Void and comp meals if there was an issue with .
- Skills Used Operate POS Systems Payroll /Timesheet Systems Data Entry Food preparation Cashier/10-KEY Microsoft Office Trustworthy.
- Managing daily operations, overall sales performance of business; providing leadership and training employee team, making schedule for employees.
- Scheduling appointments, answering phones, collecting payments, and setting up marketing events.
- Bookkeeping, Payroll, Time cards, Data entry, Counting safe and deposits, Time cards, Money gram/Money orders, Lottery Control, Human resources, .
- Open/close and maintain all store operations Keep adequate stock levels and inventory Assist customers with sales and issue parts tickets Outside .
- responsible for all payroll of 60 employees - ensures daily reports are accurate and complete - maintains all employee personel files - uses .

EDUCATION

MS