

Objective

Actively seeking Third Key Supervisor a position which would allow me to take advantage of extensive cash handling, filing, typing, computer, and customer service skills, Assist with preparing the deposit at the end of the day, when needed.

Skills

Certified In Advanced First Aid, CPR/AED, Pediatric Head Trauma, EMT Basic Training, Certified In The Detection Of Weapons Of Mass Destruction, Autism Awareness.

Work Experience

Third Key Supervisor

ABC Corporation - 2021 – 2022

- Instructed staff on appropriately handling difficult and complicated sales.
- Trained and developed new associates on POS system.
- Provide excellent customer service and achieve sales objectives Responsible for all end of day managerial duties Usage of the Oracle software to add .
- Opened and closed register and make bank deposits.
- Oversaw and guided employees through daily work assignments.
- Opened and closed the facility when the grocery manager and assistant manager are not present.
- Supervised, trained and coached all staff including cashiers, stockers and volunteers on site.

Third Key Supervisor

Delta Corporation - 2011 – 2013

- Opened store in the absence of the manager, performed opening and closing paperwork, and supervised employees.
- Managerial Duties - Scheduling, ordering stock, inventory, computer skills (microsoft office) Money handling Customer Service.
- Key responsibilities include, but not limited to Inventory control Opening/Closing procedures Cash management Supervision of two or more employees.
- Key responsibilities include, but not limited to Customer service Supervision of three or more employees Opening/Closing procedures Inventory .
- Include, but not limited to Cash control Inventory control Supervision of three or more employees Housekeeping duties as .
- Managed store in absence of Store Management Greeted patients & answered any questions they had Performed eyeglass/contact lense fittings Sold .
- Assist with interviews, train new hires and order supplies as needed.

Education

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