

First Name Last Name

City, State | Phone Number | email address

Skill Proficiencies

- Supervisory Experience
- Customer Service
- Self-Starter
- Point-of-Sale systems
- Computer Literacy
- Excellent Communication
- Human Resources
- Office Management
- Inventory Control
- Payroll Practices
- Training and Onboarding
- Attention to Detail
- Organized
- Willing to Learn
- Team Player
- Goal-Oriented
- Microsoft Office Suite Literacy
- Flexible
- Dependable
- Performance Reviews
- Quality Control
- Management Background

Employment History

Cooperstown Experience

05/2024-Present

HR Manager

- Maintain and edit job descriptions and coordinate posting details with subdepartments and the executive team
- Receive and review job applications and resumes, screening candidates against job qualifications to determine next steps
- Schedule interviews with candidates and assist with the interview process
- Provide orientation to new hires, explain benefit packages and options, and support payroll needs

Bruce Hall Corporation

06/2023-05/2024

Office Assistant

- Performed all aspects of administrative work including data entry and management, filing, answering and directing calls, receiving and sorting mail, maintain office supplies, and greeting visitors
- Posted payments, processed and reconciled invoices and accounts receivable
- Created and maintained company database of customers, vendors, services, and cash flow

Dollar General

Store Manager

01/2021-08/2022

- Directed and coordinated daily activities of the facility and its departments concerned with pricing, sales, and distribution of products
- Established and/or implemented operational policies, sales goals and objectives, and general procedures in collaboration with staff
- Performed important personnel functions such as preparing staff schedules, coordinating daily work flow, approving payroll information, training and onboarding of new employee, and performance evaluations
- Verified weekly and monthly vendor invoices and resolved discrepancies

Assistant Store Manager

10/2019-01/2021

- Assisted the store manager with all aspect of daily operation and supervision of the facility
- Supervised and monitored all opening and closing procedures and actively supervised and trained staff
- Verified deposits and performed necessary drop-offs and collection of deposits

Journeys Inc.

07/2019-10/2019

Co-Manager

- Maintained an active involvement of the daily supervision and operation of the store; processed and oversaw the placement and stocking of incoming merchandise
- Facilitated regular employee training sessions, focusing on product knowledge; conducted monthly performance reviews
- Monitored and analyzed send-out transfers and online orders; examined and responded to monthly store audits and inventory counts

Education

Herkimer College

Associates Degree: AA of Social Science