

FAST FOOD RESTAURANT MANAGER

Summary

To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.

Highlights

- Computerized cash registers, Email software, Inventory management software, Laser printers, Microsoft Office software, Microsoft Outlook, Microsoft PowerPoint, Microsoft Word, Notebook computers, Personal computers, Point of sale POS software, Spreadsheet software
- Operating Vehicles, Mechanized Devices, or Equipment
- Resolving Conflicts and Negotiating with Others
- Training and Teaching Others
- Laptop computers, Microsoft Word, Personal computers, Scheduling
- software Organizing, Planning, and Prioritizing Work Judging the Qualities of Things, Services, or People Documenting/Recording Information Developing and Building Teams Experience with: Adobe Systems Adobe Acrobat, Adobe Systems Adobe Acrobat software, Adobe Systems Adobe Flash
- Experience in; Placing food orders, making weekly employee schedules, interviewing, hiring and termination of employees

Experience

Fast Food Restaurant Manager

March 2013 to May 2016 Company Name i¼ City , State

- Monitor employee and patron activities to ensure liquor regulations are obeyed Count money and make bank deposits Monitor food preparation methods, portion sizes Investigate and resolve complaints regarding food quality, service, or accommodations Monitor budgets and payroll records Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity Schedule staff hours and assign duties Establish standards for personnel performance and customer service Perform some food preparation Keep records required by government agencies regarding sanitation or food subsidies Review work procedures and operational problems to determine ways to improve service, performance, or safety Order and purchase equipment and supplies Estimate food consumption to anticipate amounts to be purchased or requisitioned Assess staffing needs Arrange for equipment maintenance and repairs, and coordinate a variety of services, such as waste removal and pest control Record the number, type, and cost of items sold to determine which items may be unpopular or less profitable Making Decisions and Solving Problems Training and Teaching Others Performing for or Working Directly with the Public Guiding, Directing, and Motivating Subordinates Developing and Building Teams Communicating with Supervisors, Peers, or Subordinates Resolving Conflicts and Negotiating with Others.

Public Relations Manager PR Manager

April 2010 to July 2012 Company Name i¼ City , State

- Establish and maintain effective working relationships with clients, government officials, and media representatives and use these relationships to develop new business opportunities Write interesting and effective press releases, prepare information for media kits, and develop and maintain company internet or intranet web pages Identify main client groups and audiences, determine the best way to communicate publicity information to them, and develop and implement a communication plan Develop and maintain the company's corporate image and identity, which includes the use of logos and signage Direct activities of external agencies, establishments, and departments that develop and implement communication strategies and information programs Draft speeches for company executives and arrange interviews and other forms of contact for them Evaluate advertising and promotion programs for compatibility with public relations efforts Manage special events, such as sponsorship of races, parties introducing new products, or other activities the firm supports, to gain public attention through the media without advertising directly Communicating with Persons Outside Organization Establishing and Maintaining Interpersonal Relationships Communicating with Supervisors, Peers, or Subordinates Thinking Creatively Organizing, Planning, and Prioritizing Work Making Decisions and Solving Problems Performing for or Working Directly with the Public Interacting With Computers Developing Objectives and Strategies Experience with: Microsoft Office software, Microsoft PowerPoint, Microsoft Project, Microsoft Word, Photocopying equipment.

Child Daycare Worker

May 2001 to June 2010 City , State

- Perform first aid or cardiopulmonary resuscitation (CPR) when required Instruct children in safe behavior, such as seeking adult assistance when crossing the street and avoiding contact or play with unsafe objects Model appropriate social behaviors and encourage concern for others to cultivate development of interpersonal relationships and communication skills Observe children's behavior for irregularities, take temperature, transport children to doctor, or administer medications, as directed, to maintain children's health Teach and perform age-appropriate activities, such as lap play, reading, and arts and crafts to encourage intellectual development of children Help prepare and serve nutritionally balanced meals and snacks for children Instruct and assist children in the development of health and personal habits, such as eating, resting, and toilet behavior Remove hazards and develop appropriate boundaries and rules to create a safe environment for children Work with parents to develop and implement discipline programs to promote desirable child behavior Organize and conduct age-appropriate recreational activities, such as games, arts and crafts, sports, walks, and play dates Transport children to schools, social outings, and medical appointments Regulate children's rest periods and nap schedules Supervise and assist with homework Keep records of play, meal schedules, and bill payment Making Decisions and Solving Problems Establishing and Maintaining Interpersonal Relationships Performing General Physical Activities.

General Manager

June 2016 Company Name i¼ City , State Managed the day-to-day tactical and long-term strategic activities within the business. Conducted cost, schedule, contract performance, variance and risk analysis. Reduced and controlled expenses by improving resource allocation. Coached and mentored staff members by offering constructive feedback and taking interest in their long-term career growth.

Education

Associate's Degree : Phlebotomy Technician/Phlebotomist , February 2014 City , State Phlebotomy Technician/Phlebotomist Match laboratory requisition forms to specimen tubes Draw blood from veins by vacuum tube, syringe, or butterfly venipuncture methods Dispose of blood or other biohazard fluids or tissue, in accordance with applicable laws, standards, or policies Dispose of contaminated sharps, in accordance with applicable laws, standards, and policies Draw blood from arteries, using arterial collection techniques Draw blood from capillaries by dermal puncture, such as heel or finger stick methods Collect fluid or tissue samples, using appropriate collection procedures Collect specimens at specific time intervals for tests, such as those assessing therapeutic drug levels Getting Information Updating and Using Relevant Knowledge Identifying Objects, Actions, and Events Making Decisions and Solving Problems Experience with: Blood collection syringes, Blood drawing syringes, Blood glucose monitoring equipment, Capillary tubes, Sputum cups, Sterile vacutainer tubes, Venipuncture butterfly needles, Venipuncture needles Associate's Degree : Business Administration and Management , November 2011 DeVry University i¼ City , State Business Administration and Management

Additional Information

- Coaching and Developing Others Coordinating the Work and Activities of Others Updating and Using Relevant Knowledge Staffing Organizational Units Scheduling Work and Activities Communicating with Persons Outside Organization Performing Administrative Activities Inspecting Equipment, Structures, or Material

Skills

Adobe Acrobat, Adobe, advertising, arts, Draw blood, budgets, cash registers, Coaching, Interpersonal, communication skills, CPR, client, clients, customer service, delivery, Directing, Email, equipment maintenance, Estimating, special events, first aid, Flash, forms, government, drawing, image, Inventory management, Laptop computers, Notebook computers, Laser printers, logos, money, Microsoft Office software, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Word, Microsoft Word, Microsoft Word, Negotiating, Organizing, payroll, personnel, policies, POS, press releases, promotion, public relations, publicity, quality, reading, Recording, repairs, resuscitation, safety, Scheduling, Collect specimens, speeches, Spreadsheet, staffing, Teaching, type, Venipuncture, web pages