

GRADATION CANDIDATE ADVOCATE

Executive Summary

High-energy Manager successful in building and motivating dynamic teams. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns, as well as contributing new ideas that drive company growth.

Versatile child advocate professional with over 5 years experience working in a student-focused learning environment helping students improve their literacy.

Core Qualifications

- Operations management
- Staff development
- Inventory control
- Supervision and training
- Sound judgment
- Computer-savvy

Professional Experience

Gradation Candidate Advocate Mar 2016 to Current

Company Name 1/4 City , State Served as mentor to junior team members. Routinely met with students' parents regarding in-class issues and learning interruptions to discuss solutions. Developed and implemented interesting and interactive learning mediums to increase student understanding of course materials. Employed [activities] and [techniques] techniques to encourage student learning and build community within the classroom. Interviewed clients individually and with families to determine what services would best address their needs. Retrieved requested files and delivered to appropriate personnel.

Scout Master Jan 2012 to Current

Company Name 1/4 City , State

- Tutor and Supervise Children ages 5-14.
- Planning and Orchestrating various trips and activities.
- Mentoring / Coaching.

Department Supervisor Jan 2011 to Mar 2016

Company Name 1/4 City , State

- Maintain outstanding customer service as per Company standards, generating sales, merchandising and safeguarding company assets.
- Ensure that each customer received exceptional service by providing a friendly environment, which included greeting and acknowledging every customer in a timely and personable manner.
- Handle cash, check and credit transactions at register and bagging merchandise.
- Use selling techniques such as add on sales and describing technical information to customers to enhance salesmanship and reach store and position sales goals.
- Played a role in processing, replenishing, and organizing merchandise before and after store hours and monitoring floor stock.
- Contributed to efforts to maximize proceeds, minimize loss and improve customer satisfaction.
- Assisted in floor moves, display maintenance and fitting room monitoring.

Warehouse Material Handler Jan 2008 to Jan 2010

Company Name 1/4 City , State

- Distributed and assisted in weekly inventory of product.
- Received and processed large shipments of merchandise.
- Printed labels and loaded orders for delivery.
- Identified and organized appropriate orders according to cart system.

Promotions Manager Jan 2007 to Current

Company Name 1/4 City , State

- Utilize online social media networking sites to promote events.
- Create and increase public awareness of entertainment events by canvassing the Metro Atlanta area.
- Assist in venue preparation.
- Promote social nightlife in Atlanta University Center.

Shipping/Receiving Clerk Jan 2006 to Jan 2008

Company Name 1/4 City , State

- Prepared items for shipping.
- Verified and reserved records of incoming and outgoing shipment.
- Utilized knowledge of shipping procedures to control shipping quality.

Education

Bachelors of Science , Physical Education 2010 University of South Carolina 1/4 City , State Physical Education

Personal Information

Self-motivated, team-oriented management of sales with demonstrated strengths in customer service and retail with ability to work in a fast-paced, energetic environment Combined strengths include excellent organizational and follow-up skills, time management and multi-tasking abilities; superior interpersonal and verbal communication skills Proactive and driven professional focused on achieving organizational goals Open availability and flexibility to work varied and extended hours to meet the needs of the business

Affiliations

Boy Scouts Of America

WCFL Youth Football League

Willing to relocate: Anywhere

Skills

Handle cash, Coaching, credit, customer satisfaction, customer service, delivery, inventory, Mentoring, merchandising, networking, organizing, quality, selling, sales, shipping

Additional Information

- Willing to relocate: Anywhere Authorized to work in the US for any employer
- **ADDITIONAL INFORMATION** Self-motivated, team-oriented management of sales with demonstrated strengths in customer service and retail with ability to work in a fast-paced, energetic environment Combined strengths include excellent organizational and follow-up skills, time management and multi-tasking abilities; superior interpersonal and verbal communication skills Proactive and driven professional focused on achieving organizational goals Open availability and flexibility to work varied and extended hours to meet the needs of the business