Bobby Business

9741 North East 16th court
Goodsville, NC 57680
bobbybusiness@fau.edu
(507) 509-8464

EDUCATION

Bachelor of Business Administration in Management May 20xx
Florida Atlantic University Boca Raton, FL
Overall GPA: 3.9/4.0

MANAGEMENT EXPERIENCE

Store Assistant Manager March 2014 – July 2014
Best Buy Travel City, NY
- Provided personalized service and exceptional level of expertise for the customers
- Assisted General Manager to ensure staff consistently provides excellent customer service and inform customers about special promotions
- Supervised the work of Sales Consultants and Sales Leads including planning, organizing, and delegating tasks to and following up to ensure proper completion in the General Manager's absence
- Protected company assets through effective inventory control and loss prevention practices

Assistant Manager August 2012 – February 2014
Chipotle Sunnyville, FL
- Developed schedules that met the needs of the business so that a great customer experience was delivered while also maintaining financial responsibility
- Ensured that safety and security standards were emphasized and adhered to, and that employees are trained in appropriate responses to unsafe situations
- Participated in personnel decisions regarding the restaurant team, including transfers and terminations

ADDITIONAL EXPERIENCE

Resident Assistant August 2015 – May 2016
Florida Atlantic University Boca Raton, FL
- Performed clerical duties as assigned by the Safety Supervisor and Assistant Director of Safety Education
- Assisted in providing an enjoyable stay for over a thousand residents by providing dependable service with a smile
- Encouraged disgruntled students who were dissatisfied with their housing accommodations
- Served as security for students, making sure unauthorized persons did not have access into the building

MEMBERSHIPS

SIGMA IOTA EPSILON, Florida Atlantic University November 2015 – Current

SKILLS

Microsoft Office, Waterfall, fluent in German and Spanish,

CERTIFICATIONS

PMP, PRINCE