

MCKENNA B. DONALD

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215 North Pine Street, Windsor, IL, 61957

Education

Associates in Business

Lake Land College, Mattoon, IL

Graduated August 2022

Bachelor of Science in Finance

Millikin University, Decatur, IL

Expected May 2024

Work Experience

Assistant Manager

Triple B Home Center, Sullivan & Shelbyville, Illinois

July 2021 to Present

- Responsible for maintaining sufficient inventory levels at each location by created a purchase order through our vendors
- Received in the inventory receipt once the purchase order was received at specified location
- Inputted the total cost of the inventory receipt under accounts payable to be taken out of the store account on the listed due date
- Implemented a website-based ordering system for multi store operations to improve guest experience
- Implemented a customer rewards system based upon points procured via purchases
- Responsible for updating pricing according to rising costs of merchandise
- Responsible for relaying product in aisles to give a refreshed look for customers
- Attended to customers' needs whether by phone or in store

Insurance Office Representative

Mike Mandrell State Farm, Decatur, Illinois

February 2021 to July 2021

- Assisted clientele with purchasing various lines of insurance that met their needs, which included home and automobile
- Trained new representatives that were hired within the office
- Prospected new clientele by cold calling old leads

Front End Supervisor

Menards, Effingham, Illinois

September 2020 to February 2021

- Opened and closed the front-end of Menards which consisted of the entrances and the employees within that department
- Oversaw the front-end employees of the store
- Delegated responsibilities to all front-end employees without bias

- Processed beginning of day cash drawers and end of day cash drawers

Shift Leader

December 2018 to September 2020

Dairy Queen, Shelbyville, Illinois

- Trained new employees on procedures and responsibilities for the running the point-of-sale system
- Delegated responsibilities to other team members while ensuring every member was completing their tasks in a timely manner
- Counted the end of day drawers to create a deposit
- Ensured the team was running smoothly to provide customers with a great experience