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Summary

- ~ 2 years of Management experience
- ~ 2 years of Scheduling experience
- * Created cleaning schedules for HEB's sanitation department
- * Maintained high-volume schedules for grooming and daycare clients at D Pet Hotels
- * Built a recurring yearly plan for all regularly scheduled cleans, maintenance, etc. for Ten Thousand Pots and published scheduled for 8 employees
- ~ 7 years of experience in Google Suite/ Microsoft Office
- ~ 1 year of Inventory experience
- * Processed over \$100,000 of inventory monthly
- * Calculated costs for over 1000 products and their variants
- * Single-handedly entered products into the database including images, descriptions, costs, price, SKU, vendor, variants (color, size, material, etc.)
- * Generated pricing labels for all inventory using Azure Label 11

Experience



Assistant General Manager

Ten Thousand Pots

Feb 2023 - Aug 2023 (7 months)

- * Determined, prioritized, and delegated tasks to a team of 8
- * Managed team's schedule
- * Resolved facility and technical issues as needed, e.g. repairs, installations, maintenance, etc.
- * Filled in roles as needed including Shipping & Receiving, Yard Coordinator, Deliveries & Installations, Sales, E-commerce, etc.



Inventory Specialist

Ten Thousand Pots

Aug 2022 - Aug 2023 (1 year 1 month)

- * Processed incoming containers, including but not limited to:
- * Compiling and organizing information pertaining to all incoming inventory
- * Creating pricing labels
- * Creating and maintaining organizational tools for staff in order to promote simplicity and accuracy of inventory
- * Collaborating with the E-Commerce team to manage sales channels
- * Maintaining inventory counts and determining merchandise needs

*Communicating with the General Manager, Owners, and E-Commerce team regarding the status of current and incoming inventory



Sales Executive

Ten Thousand Pots

Feb 2022 - Aug 2022 (7 months)

- *Led purposeful movement of products to create new intrigue and promote customers' shopping experience, causing a significant increase in foot traffic
- *Cultivated Customer relationships by becoming increasingly knowledgeable about products and services relevant to the business
- *Promoted to Inventory Specialist within a few months of employment



Front Desk Manager

D Pet Hotels

Oct 2021 - Feb 2022 (5 months)

- *Managed multiple high-volume schedules with clients by phone, email, or in-person
- *Conducted tours and screenings for new clients
- *Supervised and trained staff



Overnight Sanitation - Team Manager

H-E-B

Jun 2020 - Oct 2021 (1 year 5 months)

- *Created and maintained schedules for daily, weekly, and monthly tasks
- *Trained and supervised team members in order to promote thorough completion of each task
- *Communicated with department managers and store leaders



Floor Staff

Sky Cinemas

Mar 2019 - May 2020 (1 year 3 months)

- *Managed high-volume sales while prioritizing professionalism and customer satisfaction
- *Gained the ability to multi-task when under pressure
- *Served hundreds of customers



Animal Handler

D Pet Hotels

Jun 2018 - Mar 2019 (10 months)

- *Learned to be fast-acting and decisive while remaining level-headed when faced with high-stress situations
- *Communicated effectively with my teammates in order to promote the safety and satisfaction of our clients - human and animal, alike

Skills

Customer Service • Multi-task & Handle High-volume Workloads • Point of Sale (POS) Systems • Employee Training • Team Management • Planning & Scheduling • Quality Assurance • Self-management • Hospitality • Flexible Approach