

# Paulette Applicant

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## EDUCATION

**ST. JOHN'S UNIVERSITY**, Smithtown, CA

Bachelor of Arts, Business Management, January 2021

Graduated *magna cum laude*, 3.75 GPA, Dean's List (every semester), Phi Eta Sigma National Honor Society

## RELATED COURSEWORK

Managerial Strategy and Policy, Management Information Systems, Management and the External Environment, Calculus with Business Applications, Organizational Decision Making, Systems Analysis

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## EXPERIENCE

**THE SPACE STORE**, Anytown, CA

**MANAGER** (August 2020 to present)

Work full-time as Manager tasked with facilitating day shift operations for a high-volume retail store. Before graduating, worked full-time while concurrently attending school. Schedule and supervise sales personnel and warehouse staff; address and resolve escalating customer service issues. Conduct regular inventories of stock to optimize supply levels and ensure ready availability of products to customers. Provide formal and one-on-one training to new sales associates. Assist employees with on-the-floor issues, from customer service to technical issues with the online sketching system.

- Manage and schedule personnel training for over 50 employees.
  - Lead annual weekend orientation training retreat for 20-30 new employees.
  - Co-created staff development plan offering training opportunities to encourage growth and increase responsibility.
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## SKILLS & ACTIVITIES

### TECHNICAL SKILLS

Excel, PowerPoint, Access, Prezi, Minitab, C, C++

### ACTIVITIES

- Member of the Association of Management Training
- Member of the St. John's University Youth Development Association
- Peer tutor in Macro Economics and Micro Economics