

SALLY VO

1720 Loretta Lane, Santa Ana, CA 92706 · (858) 703-0724

sallyvo.pro@gmail.com

Motivated individual with the desire to help others succeed. Interested in a career that will lead to management with a solid organization where my leadership, communication and interpersonal skills are utilized to benefit mutual growth and success.

EXPERIENCE

JANUARY 2019- FEBRUARY 2020

ACCOUNT MANAGER, CONDOR GLOBAL LOGISTICS LLC

- Develop and maintain a client and prospect database
- Respond to and follow up sales quotes
- Prepare quotes and payments
- Scheduling all loads
- Verifying transit times and pricing with carriers
- Keep in contact with terminals directly during transit
- Managing all of clients' transportation needs to all trade shows

MARCH 2018- DECEMBER 2018

SALES MANAGER, DIEGO APPS LLC

- Created training guide for sales department of brand ambassadors
- Managed new product application increasing sales
- Found solutions to increase number of followers and downloads
- Managed brand ambassadors in social events
- Conduct meetings with businesses
- Maintained consistent communication with existing clients and potential clients

JUNE 2017- FEBRUARY 2018

STORE MANAGER, BETTER BUZZ COFFEE

- Managed to maintain highest ticket average & merchandise sales
- Led store to runner up in sales throughout the company
- Created solutions to obtain the fastest drive times in store history
- Increased weekly sales by at least 12%
- Improved store's employee retention rate
- Conduct employee's quarterly reviews

JANUARY 2016- MAY 2017

ASSISTANT MANAGER, BURGER LOUNGE

- Monitored daily labor & sales
- Trained and certified new hires
- Complete biweekly schedule using HotSchedules Software
- Delegated staff during operations

OCTOBER 2014- JANUARY 2016

ASSISTANT MANAGER, THE COFFEE BEAN & TEA LEAF

- Conduct on-boarding sessions, certify new baristas
- Managed daily, weekly and monthly inventory counts
- Organized all store invoices
- Supervised & delegated barista during operation

SEPTEMBER 2013- OCTOBER 2014

MANAGER, URTH CAFE

- Plan weekly sales goals based on LY numbers
- Performed daily health inspections throughout the restaurant
- Placed daily orders based on managed inventory
- Conduct motivational meetings before every shift
- Expedited catering, delivery, take out and dine in orders

OCTOBER 2010- SEPTEMBER 2013

ASSISTANT MANAGER, LEE'S SANDWICHES

- Employees' direct point of contact
- Managed all store operations, cash handling, maintenance, quality check
- Inventory management, increase sales by 30%
- Administrative tasks directed by corporate office
- On-boarding & certification of all new staff

EDUCATION

AUGUST 2011-SEPTEMBER 2013

BUSINESS MANAGEMENT COASTLINE COLLEGE, GOLDEN WEST COLLEGE

General business | Legal business | Business administration | 3.5 GPA

SEPTEMBER 2004- JUNE 2008

HIGH SCHOOL DIPLOMA, KEARNY HIGH SCHOOL OF DIGITAL MEDIA & DESIGN

- 3.8 GPA, Graduated Honors
- Athlete of the year 2008
- California Interscholastic Federation Singles Champion 2008, Doubles Champion 2008
- 3x CIF Finalists (2005-2008)
- Varsity team captain (2005-2008)
- School Standouts: Best Personality, Best All Aroun

SKILLS

- | | | | |
|---------------------|---------------------|--------------------|--------------------|
| • Communication | • Multitasking | • Microsoft Office | • Marketing |
| • Interpersonal | • Critical Thinking | • Google Drive | • Social Media |
| • Adaptability | • Teamwork | • Adobe Photoshop | • Customer Service |
| • Leadership | • Time | • iSolve | • Sales |
| • Student Mentality | • Management | • Humanity | • Bilingual |
| | • Organization | • Software | (Vietnamese) |