

Patricia Stewart

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Authorized to work in the US for any employer

Work Experience

Store Manager, Assistant Manager, 3rd Key, and Associate

Kitchen Collection - Tulalip, WA

June 2018 to December 2019

- Responsible for day to day running of the store
- Daily scheduling and getting the information to Regional as well as Corporate
- Payroll
- Vendor Relations
- Banking as well as relationship with the bank
- Day to Day paperwork for Corporate. Sales Reports, Bookkeeping, Analysis, and other reports
- Shipping and Receiving
- Processing Shipment
- Customer Care, Follow ups and Any Issues
- Cash flow for high peak and lower peak times
- Cashiering
- Setting Sales
- Setting Plan-o-grams
- Restocking Shelves
- Transfers
- Store Relationship with the Mall

Associate -Part-time- 2nd Job

Haynes - Tulalip, WA

March 2019 to November 2019

- Cashiering
- Fitting as well as measuring
- Stocking
- Freight
- Help set Sales
- Customer Care and Relations
- Day to Day Cleaning

Deli Associate- Part Time- 2nd Job

Wynco Foods - Marysville, WA

March 2018 to September 2018

- Prepared Salads

- Sliced Meats
- Sliced Cheeses
- Took Customer Orders
- Took Catering Orders
- Cleaned to Company, State as well as Health Regulations

Animal Health Lead

Coastal Farm - Marysville, WA
December 2017 to May 2018

- Responsible for opening a new store
- Company did not use planograms - product placement in isle
- Training of team members
- Freight
- Vendor relations
- Animal Care
- Special Orders

Team Lead

Tractor Supply - Arlington, WA
August 2016 to December 2017

- Responsible for Customer Relations
- Team Relations
- Day to Day running of the Store - this includes stocking, facing, and cleaning of the store, recovery
- Online order
- Plan-o-grams
- Banking - tills as well
- Faster Freight

Top Spin Wrench D/B/A Ask Jims Auto Repair

Office Manager

Ask Jim's Auto Repair - Marysville, WA
March 2008 to September 2017

Fulltime And Part-time (as needed)

- Responsible for running the office to ensure customers were taken care of in a prompt fashion
- Scheduling of customer appointments, ordering parts and stock for day to day inventory.
- Billing and invoicing for customers as well as vendors
- Filing, invoicing, and computer files for the business as well as government files and taxing purposes
- Banking - receiving payments as well as paying all vendors in a prompt fashion
- Handled all customer relations through phone, mail, e-mail, and face to face
- Ensured smooth communication between customers, mechanics, and vendors

Shift Manager

KFC - Marysville, WA
July 2015 to July 2016

- Responsible for running the Shift
- Tending to Customer orders and needs

- Making sure all product is ready and up to Safety Codes
- Customer/Employee Relations
- Banking/Deposits
- Ordering/Vender Relations
- Catering Orders

Millworks Designer, Lead Generator, and Special Services

Home Depot - Marysville, WA

August 2006 to July 2011

- Responsible for creative design for Special Order and Designs of doors and windows.
- Performed initial customer assessment and analysis to begin research process.
- Worked directly with customers, vendors, and management to achieve get the customers products.
- Planned and executed designs to customers and vendors.
- Supported Department Head and Management with daily operational functions.
- Analyzed departmental documents for appropriate distribution and filing.
- Organized and coded all documents related to due diligence for acquisitions.
- Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.

Education

Diploma in Basic Studies - With a Major in Accounting and English

Wynford High School - Bucyrus, OH

1984

Skills

- Customer Relations (10+ years)
- Basic Math (10+ years)
- Budgeting (5 years)
- Business Development (5 years)
- Customer Service (10+ years)
- Cash Handling (10+ years)
- Computer Literacy (8 years)
- Front Desk (10+ years)
- Hospitality Experience (10+ years)
- Human Resources (5 years)
- Inventory Control (10+ years)
- Interviewing (10+ years)
- Leadership Experience (10+ years)
- Organizational Skills (10+ years)
- Office Experience (8 years)
- Quality Assurance (10+ years)
- Quality Control (10+ years)
- Quality Management (10+ years)
- Restaurant Experience (10+ years)

- Retail Sales (10+ years)
- Retail Management (8 years)
- Sales Experience (10+ years)
- Supervising Experience (10+ years)
- Time Management (10+ years)
- Teaching Experience (10+ years)
- Microsoft Office (4 years)
- Communications Skills (10+ years)
- Administrative Experience (6 years)
- Data Entry (6 years)
- Accounts Payable (2 years)
- Account Management (2 years)
- Account Reconciliation (2 years)
- Accounting (2 years)
- Microsoft Word (8 years)
- Microsoft Outlook (8 years)
- Ordering (9 years)
- Purchasing (8 years)
- Computer Skills (8 years)
- Writing Skills (10+ years)
- Written Correspondence (10+ years)
- Inventory Control (10+ years)
- Interviewing (10+ years)
- Management Experience (10+ years)
- Receiving (8 years)
- Forklift (3 years)
- Inventory Management (10+ years)
- HUD Experience (3 years)
- Windows (10+ years)
- Warehouse Experience (5 years)
- General Ledger Accounting (8 years)
- Accounts Receivable (10+ years)
- Journal Entries (8 years)
- Planograms (10+ years)
- Animal Care (10+ years)
- Property Management (3 years)
- Financial Report Writing (2 years)
- QuickBooks (2 years)
- Property Leasing (3 years)
- Bank Reconciliation (10+ years)
- Office Management (10+ years)
- Payroll (6 years)
- Bookkeeping (10+ years)
- Pricing (10+ years)
- Event Planning (10+ years)
- Auditing (7 years)
- Event Planning (10+ years)
- Forecasting (3 years)

- Profit & Loss (7 years)
- Financial Statement Preparation (6 years)
- Merchandising (10+ years)
- Guest Services (10+ years)
- Guest Relations Experience (10+ years)
- Restaurant Management (10+ years)
- Written Communication (10+ years)

Certifications and Licenses

Driver's License

Assessments

Attention to Detail — Proficient

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/368566586167dae4833236fdf8604432eed53dc074545cb7

Work Style: Reliability — Completed

February 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/b3f51e1e797f6e446ef6dba6016611b7eed53dc074545cb7>

Customer Service: Practical Situations — Proficient

February 2020

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/f62bb7d058bf64c3905bcfb2230adb13eed53dc074545cb7

Receptionist — Highly Proficient

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/7cd8f9807cf8ff8f6669cde534057db8eed53dc074545cb7

Retail Skills: Shelf Stocking — Expert

February 2020

Receiving and storing merchandise or product.

Full results: https://share.indeedassessments.com/share_to_profile/4d3f807607cc9d9672887f99de64a6d6eed53dc074545cb7

Business Math — Highly Proficient

February 2020

Using basic math to solve problems in a business context.

Full results: https://share.indeedassessments.com/share_to_profile/18fc7ec9e5b7f8a52fc8418fc8492877

Problem Solving — Expert

February 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: https://share.indeedassessments.com/share_to_profile/95f67f3991144e072df976b16b542f68eed53dc074545cb7

Customer Focus & Orientation — Expert

February 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/d71bb8cc1d64273986d8fd8b036e33c4eed53dc074545cb7

Retail Customer Service — Highly Proficient

February 2020

Comprehending and responding to retail customer needs.

Full results: https://share.indeedassessments.com/share_to_profile/b4188033e5faab28e93c2eabb4ac478beed53dc074545cb7

Visual Merchandising — Highly Proficient

February 2020

Planning and maintaining commercial displays, interpreting planograms, and building relationships with store personnel.

Full results: https://share.indeedassessments.com/share_to_profile/ee5a84a0ee317ce74cfa8c0d5372a019eed53dc074545cb7

Verbal Communication — Highly Proficient

February 2020

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_to_profile/24809dc025b1616459e5c0296aefe38ceed53dc074545cb7

Logic & Critical Thinking — Familiar

February 2020

Using logic to solve problems.

Full results: <https://share.indeedassessments.com/attempts/9e8cf92f241579e2cd0349bcc0381eb1eed53dc074545cb7>

Receptionist — Highly Proficient

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/36c4e7798a80ed93f17f3c0090e8430ceed53dc074545cb7

Management & Leadership Skills: Planning & Execution — Familiar

January 2020

Planning and managing resources to accomplish organizational goals.

Full results: https://share.indeedassessments.com/share_assignment/xsw-uj-kce2slqwm

General Management Skills — Highly Proficient

January 2020

Performing business math, reading and interpreting P&L statements, and solving group scheduling problems.

Full results: https://share.indeedassessments.com/share_assignment/voyunvecg9yffmup

Supervisory Skills: Directing Others — Expert

January 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: https://share.indeedassessments.com/share_assignment/mu25zhe4wo54afzv

Management & Leadership Skills: Impact & Influence — Proficient

January 2020

Adapting leadership style to accomplish goals using rational or emotional appeal.

Full results: https://share.indeedassessments.com/share_assignment/u062v9mv0vmsase

Medical Receptionist Skills — Expert

March 2020

Managing physician schedules and maintaining accurate patient records.

Full results: https://share.indeedassessments.com/share_to_profile/44da3820f67d1002dd12b01390f81f92eed53dc074545cb7

Human Resources Skills: Compensation & Benefits — Proficient

March 2020

Knowledge of compensation and benefits programs.

Full results: https://share.indeedassessments.com/share_to_profile/79c48a4f42c11aa7fbecc49d1bebea79eed53dc074545cb7

Call Center Customer Service — Expert

March 2020

Applying customer service skills in a call center setting.

Full results: <https://share.indeedassessments.com/attempts/6663fe0a8a19d2b3844f5f6747479f30eed53dc074545cb7>

Scheduling — Highly Proficient

March 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: <https://share.indeedassessments.com/attempts/fb21b1547fe60e3406a8382201cc470aeeed53dc074545cb7>

Warehouse Shift Leader — Expert

April 2020

Supervising warehouse staff and maintaining safety and security standards.
Full results: https://share.indeedassessments.com/share_to_profile/519db430aa81b5e30cb2e70eaa3071f9eed53dc074545cb7

Following Directions — Expert

May 2020

Following multi-step instructions.

Full results: <https://share.indeedassessments.com/attempts/0d249be8e458def90fdc9a0502ead7cceed53dc074545cb7>

Customer Focus & Orientation — Expert

May 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/9bce63e91245f9df2f824e56d4b50f3eed53dc074545cb7

Filing & Organization — Expert

February 2020

Arranging and managing information or materials using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/7e2886cc58f5fc257615812722204c73eed53dc074545cb7>

Office Manager — Highly Proficient

February 2020

Scheduling and budgeting.

Full results: https://share.indeedassessments.com/share_to_profile/7752a7555e578c603c522a33a0277fa1eed53dc074545cb7

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