

Rodney Gangstee

Las Vegas, NV

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Objective

Pursuing position as an Office Manager, where I am able to provide support to executives and drawing on 20 years of experience providing high-quality systems management, personnel recruitment, professional communication, and leadership.

Ability Summary

- Operations Management
- Human Resources
- Program Management
- Staff Supervision
- Crisis Management
- P&L Management
- Training/Development
- New Business Development

Employment History

01/2003 - 06/2021 **Manager of Operations**

The Printer Man eBay Sales, Rosamond, CA

- Directed day-to-day operations by spearheading implementation of short-term and long-term strategies to achieve business plan and profitability goals.
- Managed company operations with responsibility for profit and loss, scheduling, training and inventory control.
- Delivered positive customer experiences by implementing effective quality assurance practices.
- Developed initiatives for process improvement and reviewed and assessed ongoing operations.
- Reviewed daily financial reports and reconciled accounts to keep information current and accurate.
- Built upon established practice standards to improve operational performance and reduce labor costs.
- Enforced security policies and procedures to protect company assets from theft, loss or damage.
- Evaluated documentation such as invoices and shipping paperwork for accuracy and compliance.
- Replenished inventory to maintain par levels and completed quarterly inventory audits, counted and updated inventory reports upon receipt of new shipments.
- Management in refining procedures, defining best practices and correcting reported audit issues.