

Business Center Manager

ROBERT SMITH

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Objective

20+ years in Leadership and Management, Outstanding Customer Service Skills, Driven to Compete and Efficient in OTP, PPA, Ecommerce, Pack and Ship, and Print Manager Highly Organized and Motivated to Succeed Excellent Problem Solver Demonstrative in Customer Satisfaction and Resolution.

Skills

Mass Print Production, Business development, Management.

Work Experience

Business Center Manager

FedEx Office - 2008 - 2020

- Create and ensure adherence to schedules, payroll, budget, inventory planning, team member training requirements, employee onboarding, termination procedures, and expense reporting.
- Exceeded Sales to Plan Revenue Goal at 108%.
- Sales to Plan Outsourcing at 1000%, #1 in the District.
- Ownership of the official We Listen trophy as the overall winner of We Listen Survey for Fiscal Year 2015.
- Exceeded Top Pack in Ship Goals in District 11 at 56% in Sales, placing in the top 10 centers of the Region.
- Complete Reorganization of Business Center using best practice ideas, understanding company expectations, finding areas of opportunity and creating the changes needed to fulfill improvements, as well as create and complete a 30/60/90 month plan and goal(s) as a business leader.
- \${job_description7}

Business Center Manager

Delta Corporation - 2008 - 2020

- Learned and Implemented Fedex Office Employee counseling and discipline procedures Intensive scheduling, cycle counts, profit and loss statement .
- The Business Center Manager is responsible for managing the overall operations, including supervision of team members and the administration of .
- The Business Center Manager may also be required to perform functions normally performed by Team Members within the Center.
- Nationwide 3rd party logistics company for Amazon Leader of entire cross-dock operation for the overnight shipment of Amazon cross dock Designed the .
- As a Business Center Manager, I verified, sorted, posted bills and invoices, handled all inquiries from customers and reconciled accounts.
- Also assisted resort guests with basic computer usage, printing, faxing, copying, shipping, and business equipment rentals.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Accounting - (Sierra College - Rocklin, CA)