

# Jacqueline D. Curtsinger

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## Summary of knowledge

- ◆ Talent Development
- ◆ Inventory Control
- ◆ Practiced in Microsoft Office Suites and Spreadsheets
- ◆ Analytical Thinking
- ◆ Associate Relations
- ◆ Strong Multi-Tasking Abilities
- ◆ Data Entry
- ◆ Hiring Experience
- ◆ Budget Adherence

## Employment

### LOGISTICS AREA MANAGER, WAMART DISTRIBUTION

APRIL 2015-CURRENT

Transferred to Colville Walmart as department manager July 8<sup>th</sup> 2019

- Developed and Implemented process saving company \$16.8 million
- Utilized cost-benefit and route cause analysis
- Performed training, system process policy and procedural development for 58 associates
- Consulted with corporate human resources team to transform attendance and incentive policies
- Adhered to budget restrictions while maintaining performance goals

### FINAL FINISH GROUP LEAD, KEYSTONE R.V.

APRIL 2008-APRIL2015

- Planned, directed, and coordinated manufacturing operations and activities for over 30 employees
- Increased department retention rate by 13.5%
- Implemented new inventory system for the Oregon branch of manufacturing plants
- Conducted interviews, employee evaluations, as well as terminations
- Ensured consistent adherence to company policies, procedures, and performance standards
- Maintained up-to-date work records, corrected blueprints
- Wrote, assigned, reviewed and communicated employee job descriptions

### NIGHT AUDITOR, COMFORT INN AND SUITES

AUGUST 2006-APRIL 2008

- Balanced revenue and expense transactions, maintained hotel's financial records
- Tracked room revenue, occupancy percentages, and other operating statistics
- Received 110% on corporate customer service audit
- Inspected office records for accuracy

## Education

### PENN FOSTER COLLEGE

G.P.A 3.57, CREDITS 20

MARCH 2014

Relevant course work:

- ◆ Business Orientation
- ◆ Introduction to Business
- ◆ Mathematics for Business and Finance
- ◆ Computer Applications

### BLUE MOUNTAIN COMMUNITY COLLEGE

Nursing Assistant Certificate

May 2007