Mandy Farrell **(765) 430-4430**

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| EXPERIENCE:Detour @ The Crave Food Hall — *Operation Manager*1/06/2020 to 04/06/2020 Ensure Management and employees fully understand business needs, track progress toward goals by analyzing and preparing weekly reports and meetings.  Development of annual budgets while auditing and analyzing revenue targets, operation processes, and expense controls within the budget.  Administrate P&L assessment of financial statements, financial data trend analysis, in addition to calibrating commensurate operations costs.  Oversaw 50+ employees, ensuring consistency across policies, procedures and operating standards in assigned departments.  Evaluate production data to make strategic changes towards training and operations standards to ensure success in established business financial and operational goals.  Reviewed daily production schedules with managers, determining methods for cost reduction, revenue improvements and overall performance. Delphi Community School Corp — *Food Service Director*06/11/2016 - 12/31/2019 *Additional required task not listed above:*  Engage negotiations, generating lucrative contracts, productive communications with buyers  Ensure all legal and regulatory documents are filed and monitor compliance with the state.  Managed and processed all HR paperwork as well as Payroll and established annual Budget for four locations Indiana Beach — *Food and Beverage Manager*05/2011- 06/15/2016 *Required task listed above* EDUCATION:Purdue University: West Lafayette, INAugust 1994 - December 1996 Financial Management Butler University: Indianapolis, INDecember 2020 - May 2021 Data Analyst | SKILLS: 10+ years of experience in office administrative including processing HR required documents, manage company contacts, company procurement bids, billing and payroll with the use of software, including spreadsheets and databases: Excel, VBS, Python, Pandas, SQL, Java Script, Mongo DB, ETL, Leaflet, Tableau, D3.js, and Web Design.  Excellent verbal and written communication skills with strong organizational skills to handle multiple tasks, operating multi phone calls and email. Organize, schedule and conduct meetings and training events for all staff.  Generating marketing materials, graphics design, sales promotions, and maintain company social media accounts and website content.  Maintain inventory of office supplies and all daily materials needed.  Excellent interpersonal skills with the ability to effectively, positively, and professionally interact with all levels of staff and people outside the company.    **REFERENCES:**  **Nicki Morris:**  Purdue Research Park  (765) 412-7942  **Angela Barnhart:**  State Farm  (765) 430-7598  **Jim Tyner:**  Delphi Community School Corp (765) 714-6497 |