

# ELLIOTT PAYNE

Austin, TX

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#readytowork



## WORK EXPERIENCE

### Assistant Manager

**Omni Hotels** - Austin, TX

April 2012 to Present

As Assistant Outlets Manager for the Omni Southpark I managed four departments simultaneously, the coffee/gift shop, lobby bar, restaurant, and in room dining. My time at the Omni started right out of college with my final internship being my first position at Omni. Soon after finishing my degree I was asked to take the supervisor position then shortly after the Assistant Manager position.

As assistant manager my duties included:

- Oversaw the daily operations of outlet for efficient operations.
- Planned and assigned daily workloads to outlet associates.
- Developed and enforced established policies and procedures.
- Established operational strategies to meet quality and customer service standards.
- Developed marketing strategies to improve sales and profitability.
- Maintained the outlet facility clean and safe.
- Obtained customer feedback and recommended necessary outlet operational changes.
- Interviewed and hired associates for outlet operations.
- Scheduled orientations and job trainings for outlet associates.
- Organized regular meetings to discuss issues and updates.
- Analyzed and resolved problems in a timely and accurate manner.
- Organized special events and entertainments to attract more customers.
- Addressed customer queries courteously and ensured customer satisfaction.
- Developed cost-effective operational plan to achieve outlet goals.
- Assisted in cash handling activities and developed expense and revenue reports.

### Caregiver

**D&S Residential Services** - Austin, TX

2010 to 2011

I took care of three mentally handicapped men in their group residence. My duties included cooking, cleaning, supervision, recording and distributing medication.

### Intern

**San Marcos Nature Center** - San Marcos, TX

2010 to 2010

I interned at the San Marcos Nature Center for a semester and helped take care of the animals and gardens on premises, and as part of the internship i planned and implemented a Halloween event that saw around fifty guests.

### Intern

### **New Braunfels Parks and Recreation** - New Braunfels, TX

2009 to 2009

I interned along with a group of classmates at the Parks and Rec Department of New Braunfels where we planned, setup, and implemented a haunted house for their Halloween celebrations.

### **Cashier/Sales Associate**

**Naval Exchange** - Rota Naval Base

2003 to 2008

I cashiered at the NEX (Naval Exchange) in Rota, Spain for five years on and off while attending high school and my first years of college on the American military base. My duties included cash handling, customer service, stocking, and training. I assisted in the opening of a new shopping center that included all the base's stores in one place, this was a very hands on experience and I learned a lot about shelf setup and organization, and the flow of a retail store.



## **EDUCATION**

### **Bachelor's in Recreation Administration**

**Texas State San Marcos** - San Marcos, TX

September 2008 to May 2016



## **SKILLS**

- Cash Handling
- Customer Service Skills
- Inventory
- Management
- Sales
- Scheduling
- Team Building
- training
- Word
- Microsoft Excel
- Inventory Management
- Merchandising
- Microsoft Office
- Microsoft Word
- Microsoft Powerpoint
- Management Experience
- Customer Service
- Schedule Management
- Inventory Control
- Assistant Manager Experience
- Employee Orientation
- Interviewing

- POS
- Bartending
- Operations Management
- Serving Experience
- Supervising Experience
- Retail Management
- Leadership
- Office Management
- Food Safety
- Store Management Experience
- Purchasing



## CERTIFICATIONS AND LICENSES

### TABC

#### Food Handler



## ASSESSMENTS

### Management & Leadership Skills: Planning & Execution — Highly Proficient

March 2020

Planning and managing resources to accomplish organizational goals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/61aea4e416482b22d35f59e3987f1e67eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/61aea4e416482b22d35f59e3987f1e67eed53dc074545cb7)

### Retail Customer Service — Highly Proficient

March 2020

Comprehending and responding to retail customer needs.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/653118aa3a28857bc2861fae73417b94eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/653118aa3a28857bc2861fae73417b94eed53dc074545cb7)

### Marketing — Proficient

March 2020

Understanding a target audience and how to best communicate with them.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/808e985200a6338c639d2730973009b3eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/808e985200a6338c639d2730973009b3eed53dc074545cb7)

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