

Assistant Store Manger Assistant Store Manger Assistant Store Manager Houston, TX To obtain a position with a company that will help me utilize and build my professional and interpersonal skills as while being an asset to your company. Work Experience Assistant Store Manger Gamestop - Houston, TX October 2013 to December 2014 Responsibilities Hire/Train Staff Track performance Create and meet sales goals Implement strategies to increase profit Provide a pleasant place for people to shop by offering amazing customer service and keeping store neat, clean and organized Open/close store Update marketing regularly Keep track of upcoming titles to push reservations Promote/run midnight events for games Accomplishments Increased stores web in store sells for a single week by \$2,000 Store leader in all performance categories weekly/monthly/annually Promoted and ran the best midnight turnout for the biggest game of the year Skills Used Leadership Customer relations Innovation Organization Armed Security Officer Templar Security - Houston, TX March 2011 to March 2012 Performed hourly patrol of residential properties. Identified minor problems and noted in daily activity report.(i.e. lights being out, things out of place) Assisted home owner in any needs necessary.(i.e. feed dogs, take out trash, cut limbs) Patrolled assigned areas in residential neighborhood. Imaging Clerk/Admin Assistant Linn Energy - Houston, TX November 2007 to April 2009 Linked document images(Liberty NET) to Enertia Software Managed file room Retrieved any requested invoices needed by employees using Liberty NET Scanned, pulled staples, and indexed invoices using Fujitsu fi-5750c into Liberty NET application Helped with quarterly audits, trained other personnel, performed work with minimal supervision IT Support Analyst Level Energy Transfer Company - Houston, TX June 2006 to May 2007 Performed maintenance on all Dell and HP hardware equipment for ETC Troubleshooted IT related issues over the phone and remotely with Radmin Inventoried and imaged newly purchased PC's with GHOST and TrackIT system Experience in Trend Micro and Microsoft Office Education High School Diploma Austin High School - Houston, TX May 2006

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