# **Cyrus Vale**District Manager

c.vale@email.com (123) 456-7890 Grantsburg, WI LinkedIn

#### **WORK EXPERIENCE**

# **Lucky Seven General Stores**

District Manager

Grantsburg, WI | 2022 - current

- Improved regional sales by 19% using Salesforce analytics to identify underperforming stores and execute targeted strategies.
- Used SAP ERP to manage monthly budgets worth 95K+ and implement cost-effective practices that saved the company \$7,482.
- **Generated \$339K+ in additional revenue** by promoting high-margin products among local citizens.
- Created a centralized resource hub in Google Workspace, expediting the average manager onboarding time by 4 days.

## Lowe's

Department Supervisor

Madison, WI | 2018 - 2022

- Introduced Microsoft Excel to automate inventory tracking, reducing quarterly discrepancies in records by 21%.
- Scheduled daily work hours in ADP Workforce Now for 14 staff members, mitigating shift conflicts by 17%.
- Leveraged Power BI to analyze departmental performance, enforcing standard procedures that helped employees complete 3 more tasks every day.
- Monitored 6 KPIs in real-time with Tableau dashboards, enabling senior managers to make financial decisions 51 minutes quicker.

## **Follett Corporation**

Customer Service Representative

Madison, WI | 2016 - 2018

- Resolved 89% of customer issues upon initial contact, preventing 11 escalation cases.
- Coordinated with the IT team on Slack during technical issues, shortening response time to customers by 7 hours.
- Upsold fashion products while handling customer return orders, increasing monthly revenue by \$6,449.
- Hosted multiple live Q&A sessions using Zoom, receiving 94% positive feedback, according to post-conference surveys.

## **SKILLS**

- Microsoft Excel
- Salesforce
- Tableau
- Workday
- Slack
- SAP FRP
- Zoom
- ADP Workforce Now
- Power BI
- Google Workspace

## **EDUCATION**

Bachelor of Science
Business
Administration

University of Wisconsin 2012 - 2016 Madison, WI