**Maria Walker**

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**SUMMARY**

Experienced retail supervisor completing a business administration degree and seeking a management trainee position. Proven organizational abilities, experience in business marketing, and proficient in related software systems. Able to apply management principles on the job.

**EDUCATION**

Metropolitan State University, St. Paul Anticipated August 2019

Bachelor of Science: Business Administration

**RELATED COURSES AND PROJECTS**

**Courses:** Strategic Management, Operations Management, Management Information Systems, Organizational Behavior, Advanced Statistics

**Special Project:** Analysis of a restaurant’s business operations that resulted in a 13% operational cost savings through restructuring debt and negotiating supplier contracts

**PROFESSIONAL EXPERIENCE**

Target, Apple Valley September 2015-present

Management Intern

* Collaborate with managers and sales team members to resolve customer complaints
* Monitor customer preferences to determine focus of sales efforts
* Establish and review departmental policies, goals and procedures, conferring with supervisors and staff members as needed
* Assist with interviewing, hiring, and training new employees

Gander Mountain, Roseville 2014–present

Shift Supervisor

* Train, supervise, and schedule employees in daily operations and customer service
* Ensure efficient service by monitoring inventory, monitoring trends, and ordering supplies
* Manage cash transactions, including daily reconciliations and deposits

Target, Saint Paul 2008–20

Cashier

* Ensured prompt and courteous customer service and resolution of concerns
* Assisted in training new employees in all aspects of cashiering and merchandise returns
* Recognized with four Employee of the Month awards

**PROFESSIONAL AFFILIATIONS**

Member of International Association of Business Administration Professionals 2015-present

Member of Association of Leadership Programs 2014-present

**TECHNICAL SKILLS**

Microsoft: Visio, Project, Excel, Access, Word, PowerPoint, Publisher; PeachTree Accounting