

# AARON THOMPSON

LP 59 BYNOE TRACE EXTENSION LONGDENVILLE CHAGUANAS, Chaguanas \* 868774-9584 \*  
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## Career Objective

Highly organized and independent able to effectively coordinate tasks to accomplish projects with timeliness and creativity

## Work Experience

### **COLD STONE CREAMERY, Chaguanas**

*BRANCH MANAGER, Dec 2010 – Present*

- Oversee activities directly related to making products or providing services.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Manage staff, preparing work schedules and assigning specific duties.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.
- Manage the movement of goods into and out of production facilities.
- Reports to Training/Operational Manager and completes action plan given Ensures the Ultimate Ice Cream Experience is delivered by staff takes action to improve customer experience
- Creates a Cold Stone Creamery family atmosphere within the store Maintains store compliance reach a minimum of meets standards on store visits

### **DOW VILLAGE GOVERNMENT PRIMARY, Couva**

*LIBRARY ASSISTANT, Oct 2007 – Feb 2009*

- Instruct patrons on how to use reference sources, card catalogs, and automated information systems.
- Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used.
- Open and close library during specified hours and secure library equipment, such as computers and audiovisual (AV) equipment.
- Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
- Answer routine inquiries, and refer patrons in need of professional assistance to librarians.
- Perform clerical activities, such as answering phones, sorting mail, filing, typing, word processing, and photocopying and mailing out material.
- Provide assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audiovisual and other materials.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Maintain library equipment, such as photocopiers, scanners, and computers, and instruct patrons in proper use of such equipment.
- Operate small branch libraries, under the direction of off-site librarian supervisors.
- Register new patrons and issue borrower identification cards that permit patrons to borrow books and other materials.
- Send out notices and accept fine payments for lost or overdue books.
- Assist in the preparation of book displays.

### **ROYAL BANK OF CANADA, Couva**

*APPRENTICE, Aug 2007 – Aug 2007*

- Filing of Signature Cards (Operational Area) Compilation of Files for Audit Purpose (Lending Area) Answering and Initiating Phone Calls

## Education

### **CHAGUANAS SENIOR COMPREHENSIVE SCHOOL, Chaguanas**

*High School Diploma, Jun 2007*

- CXC O Levels: Mathematics English Principles of Business Principles of Accounts Social Studies

### **CHAGUANAS JUNIOR SECONDARY SCHOOL, Chaguanas**

*High School Diploma, Apr 2005*

- 14 plus Examinations Mathematics Social Studies English Principles of Business Principles of Accounts

## Additional Skills

- Football, Cricket and Reading

## Awards and Honors

- Certificate of Participation in the Trinidad and Tobago Stock Exchange School Quiz Unit Trust Corporation School's Investment Game

## References

- Raymond Matthews Operations Manager Cold Stone Creamery 718-0983
- Lesley Douglas-Blackman Store Manager Wonderful World 763-2928