**First Name Last Name**

email@gmail.com

Seattle, WA

(206) 555-5555

**CAREER SUMMARY**

General Manager with experience working to improve performance of organizations serving thousands of individuals each year. Adept at collaborating with others while ensuring high-quality services and programs. Career history of training and supervising staff, promoting adherence to organizational policies and industry standards.

**AREAS OF EXPERTISE**

Operations Management | Logistics Management | Project Management | Policy Implementation | Strategic Partnerships | Client Relationships | Staff Development | Reporting Processes | System Implementation | Growth Strategies | Risk Mitigation Strategies | Data Management | Customer Service | Staff Training | Leadership | Collaboration | Taking Initiative | Financial Data | Cash Handling | Customer Service | Client Service | Networking

**PROFESSIONAL EXPERIENCE**

**Target** *Seattle, WA*

Cashier Aug. 2022 - Present

* Promoted the highest caliber of offerings on behalf of retail organization.
* Worked to optimize performance, with company generating $2 billion in annual revenue.
* Ensured efficacy and profitability of operations for entity offering retail goods.

**Amazon** *Seattle, WA*

grocery associate June 2021 - July 2022

* Worked to deliver the highest caliber of guest experiences on behalf of nationwide restaurant.
* Processed customer orders for organic food, Mexican items, contemporary American cuisine, Italian dishes, coffee beverages, Asian cuisine and Middle Eastern food, promoting alignment with industry best practices and client service standards.
* Served as key member of team, providing courteous customer service, placing a high volume of orders, preparing menu items, answering questions regarding ingredients, recommending menu items, ensuring a clean and well-organized environment, training and supervising staff regarding culinary service standards and tracking and replenishing ingredients and supplies.
* Handled orders totaling over $20,000 each month, promoting consistency of service.

**EDUCATION & TRAINING**

**Year Up / SEattle Central** *Seattle, WA*

**Certificate – Information Technology** *June 2024 - March 2025*

* + Year Up is an intensive career development program with 250 corporate partners, college-level courses, professional training, and a six-month internship.

**Garfield high school** *Seattle, WA*

*June. 2021*

**TECHNICAL SKILLS**

Proficient in Google Workspace, MS Word, MS Excel, MS Project, MS Teams, MS SharePoint, QuickBooks, Dropbox, Zoom, ADP, Slack, and Adobe Creative Suite.