

ERIK VIGORITO

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CUSTOMER SERVICE & TECHNOLOGY REMOTE OPERATIONS

Detail-oriented Annotation Specialist with strong experience in AI-based data labeling, quality assurance, and validation tasks. Skilled in running Python scripts for data integrity checks, performing manual image annotation, and ensuring labeling accuracy using AI-powered tools. Many years of experience in customer-facing operations, logistics, and IT systems, with a proven ability to enhance efficiency, improve data quality, and streamline processes through technology and automation. Adept at troubleshooting, communication, and team leadership, and currently expanding expertise through certifications in Artificial Intelligence, Big Data, Project Management, and IT systems to support technology-driven organizations.

CORE COMPETENCIES & SKILLS

Leadership & Operations: Team Leadership | Cross-Functional Collaboration | Multi-Unit Management | Change Management | Project Management | Crisis Management

Strategy & Execution: Strategic Planning | Business Process Improvement | Interim & General Management | KPI Development & Monitoring

Customer Experience & Sales: Customer Service Excellence | Client Retention Strategies | Sales Growth | Marketing Strategy | CRM Tools

Technology & IT Alignment: IT Operations & Budgeting | Systems Implementation | Process Automation | Software & Hardware Optimization | Microsoft 365 | Google Workspace | Help Desk Support

Finance & Procurement: Budgeting & Cost Control | Financial Reporting & Analysis | Vendor Management | Procurement & Purchasing | Inventory Management

AREAS OF EXPERTISE

Business Strategy Development | Operations Oversight | Retail & Food Service Operations | Quality & Food Safety Compliance | Supply Chain Logistics | Facility & Asset Management | Performance Management | Staff Hiring, Training & Development | Forecasting & Planning | Contract Negotiation | Customer Account Management | SOP Development | Digital Transformation Initiatives

Personal Brand Statement

A strategic leader blending traditional management experience with modern AI and digital skills to lead and innovate in onsite, remote and hybrid environments. Dedicated to fostering growth, engagement, and sustainable success.

PROFESSIONAL EXPERIENCE

Office Manager (part-time), Information Technology
December 2024 - Present

The Retreat, Orlando, FL

- Aligned IT service delivery with business objectives, boosting productivity across all departments.
- Introduced cost optimization strategies, improving budget performance and resource allocation.
- Executed manual data annotation and labeling tasks for visual datasets using AI-based tools, ensuring high accuracy and completeness.
- Implemented technology upgrades and automation, increasing team collaboration and service speed.
- Optimized vendor contracts and procurement cycles, cutting processing time by 25%.
- Partnered with executive leadership to align IT roadmaps with organizational goals.

Logistics and Operations Specialist

November 2017 - January 2025

Mobile Logistics Services, South & Central FL

- Managed logistics coordination across 17,000+ delivery sites, ensuring full **regulatory compliance**.
- Delivered white-glove support, driving a 15% increase in customer satisfaction and client retention.
- Conducted quality assurance checks on large datasets and reports to verify accuracy and identify discrepancies.
- Created process documentation and SOPs that improved data collection consistency by 20%.
- Supported inventory data reconciliation and validation using spreadsheets and basic Python scripts.
- Led **process improvement** initiatives in routing and fulfillment, reducing delivery times by 15%.
- Authored and enforced **SOPs, optimizing** dispatch protocols by 20%.
- Served as liaison among customers, vendors, and internal teams, enhancing logistics flow efficiency.

General Manager**Shell, Fort Pierce, FL**

May 2014 - December 2017

- Directed daily operations, including staffing, merchandising, and **customer experience management**.
- Implemented targeted initiatives to **increase sales**, surpassing regional benchmarks by 10%.
- Reduced inventory waste by 30% through **lean inventory management** practices.
- Hired, coached, and retained high-performing employees, improving staff engagement and retention.
- Maintained strict adherence to **safety, sanitation**, and regulatory compliance standards.

General Manager**RaceTrac, Fort Pierce, FL**

August 2010 - April 2014

- Led operations across multiple stores, emphasizing sales growth and customer satisfaction.
- Trained and developed staff to enhance service delivery and operational efficiency by 20%.
- Ensured compliance with operational standards and food safety regulations.
- Optimized marketing strategies to drive inside sales performance by 17%.
- Analyzed financial metrics (KPIs) to make informed strategic business decisions.

EDUCATION**Bachelor of Science (BS), Information Technology Management & Cybersecurity**

Indian River State College, Fort Pierce, FL

Relevant Coursework Network Security & Cryptography, Systems Analysis & Design, Database Design & Administration, Computer Forensics, Data Mining & Warehousing, Management & Leadership**Certifications:** CompTIA A+, IBM Artificial Intelligence Fundamentals, IBM Hadoop Foundations, IBM Big Data Foundations, IBM Project Management Fundamentals, LinkedIn Automate Your Workflows with Generative AI, LinkedIn Remote Work Foundations, LinkedIn Excel Essentials Training (Microsoft 365), LinkedIn Agile Project Management with Jira Cloud: Projects, Boards, and Issues, LinkedIn Hands-On Data Annotation: Applied Machine Learning, LinkedIn Python Essential Training, LinkedIn Python Object-Oriented Programming, Microsoft Collaboration: SharePoint, Teams, Groups, and Yammer, Microsoft Azure AI Fundamentals (AI-900) Cert Prep by Microsoft Press, LinkedIn Learning HubSpot CRM, LinkedIn Leading Virtual Meetings, LinkedIn Digital Body Language, LinkedIn Brainstorming Tools, LinkedIn Time Management: Working from Home, LinkedIn TensorFlow 2.0: Working with Images