

# Mary L. Rice

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Seeking a challenging position in  
**Property Management**

## Profile:

- **Property Management License (2015)**, Wyatt Institute of Real Estate.
- **Background encompasses extensive professional business experience in the following key positions of responsibility:** Realtor; Assistant General Manager; Food & Beverage Manager; Manager (Food Service); Sales Representative; Meter Reader; Assembler.
- **Strengths:** self-motivated; achievement-oriented; excellent communication skills (able to develop a positive relationship with individuals of all ages and backgrounds); proven time management skills; highly responsible; dependable.

## Areas of Expertise:

- Sales
- Sales Presentations
- Closing the Sale
- Management/Administration
- Employee Coaching
- Inventory Control
- Profit & Loss Responsibility
- Customer Service
- Developing New Clients
- Price Presentations
- Ensuring Customer Satisfaction
- Hiring, Training & Supervision
- Inventory Control & Ordering
- Ordering
- Scheduling Employee Hours
- Listing/Selling Residential Properties

## Education:

- **Property Management License (2015)**, Wyatt Institute of Real Estate
- **Graphic Engineering (Diploma), Real Estate License, Computer Training & Servsafe Certified**, Greenville Technical College, Greenville, South Carolina
- **High School Diploma (1986)**, Laurens District #55, Laurens, South Carolina

## Professional Experience:

### **Assistant General Manager / Food & Beverage Manager**

**2011 to Present**

**The Spinx Company**, Mauldin, South Carolina

- Manage all aspects of Food & Beverage operations; ensure delivery of superior customer service; hire, train, supervise, motivate, schedule and terminate employees; ordering and inventory control; maintain sanitary conditions; food preparation; cash management; maximize sale and profits; evaluate performance of employees; maintain food quality. Promoted from Food & Beverage Manager to Assistant General Manager based on job performance in 2014.

### **Manager**

**1998 to 2011**

**Main Street Cafe**, Laurens, South Carolina

- Managed all aspects of restaurant/food service operations (profit and loss responsibility); hired, trained, supervised and terminated employees; employee scheduling; ordering and inventory control; bank deposits; opening-closing procedures; ensured quality control; provided excellent customer service; food preparation.

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**Professional Experience:** (Continued)

**Sales Representative**

**1995 to 1998**

**MCI**, Greenville, South Carolina

- Sold long distance services; sales presentations; price presentations; closed the sale; ensured customer satisfaction; Top Salesperson.

**Realtor**

**1992 to 1995**

**Century 21**, Greenville, South Carolina

- Listed and sold residential properties.

**Meter Reader**

**1990 to 1992**

**Pitney Bowes**, Greenville, South Carolina

- Checked on client needs related to mailing.

**Assembly**

**1989 to 1990**

**Sommer Allibert**, Greenville, South Carolina

- Assembled parts.

**References:**

Available upon request