7 Lakeside Ave, Mechanicville, NY 12118

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Jeremy P Tobin sr

SUMMARY OF QUALIFICATIONS

Financial analysis and management, profit and loss responsibility, sales and sales forecasting, strategic planning, customer service, employee supervision and development, marketing, merchandising, vendor relations, and related administrative duties. Well-developed communication skills demonstrated through successful interaction with customers and staff, and the ability to establish and maintain professional relationships.

Work of experience

August 2009 to September 2011 Dollar Tree Latham, N.Y.

*Assistant Manager*

July 2007 to June 2009 Guitar Center Colonie, N.Y.

*Sales Associate*

June 2005 to March 2007 Office Max Clifton Park, N.Y.

*Sales Supervisor*

*Manage twenty-two individuals for the facility. Report directly to the Sales Manager. Responsibilities include: conduct product knowledge training, facilitate selling strategies, development of skilled and unskilled associates, marketing preparation and execution, execution of corporate and store initiated business plans and strategies , and focused customer relations .*

August 2004 to June 2005 Office Max Clifton Park, N.Y.

*Logistics Associate*

*Responsibilities include: Category and Inventory management. Reported directly to Logistics Supervisor. Conducted inventory management through SAP, freight management, replenishment goods throughout the facility, price changes, initiate and maintain planogram integrity. Was an intricate part of renovation of the entire facility to enhance customer experience. Was promoted from this position to Sales Supervisor.*

January 2000 to October 2004 Best Western Troy, N.Y.

*Head Cook*

*Responsibilities include: Preparing from a menu of twenty entrees. Reported directly to Head Chef.*

*Consumable inventory management, Banquet coordination and management. Resigned to work at Office Max.*

February 1997 to December 1999 US Army Fort Wainwright, Alaska

*Sergeant*

*Responsibilities include: Squad Leader. Reported directly to Section Leader. HHC 2-1 Battalion. Graduated Infantry school, Graduated Mountain Warfare school.*

October 1996 to May 2002 New York Army National Guard Troy, N.Y.

*Sergeant*

*Responsibilities include: Squad Leader. Reported directly to Section Leader. D co 1-105 INF Battalion. Graduated Infantry school, Graduated Mountain Warfare school.*

education

*South Park High School Buffalo, N.Y.*

*Graduated regents, Major in Science, Minor in Arts*, *Graduated in the top 10th percentile*

*Branford Hall Career Institute, Albany, NY Medical Assistant Program with Internship*

HONORS

AS Ribbon, E.I.B, M.F.O Ribbon