

JACOB SLATER

Toms River, New Jersey
Phone: 732-504-4555

E-mail: jmslater6@yahoo.com

[Linkedin.com/in/Jacob-Slater](https://www.linkedin.com/in/Jacob-Slater)

EDUCATION

DeVry University

Major: B.S. in Technical Management

Minor: Computer Science

GPA: 3.95/4.0

WORK EXPERIENCE

Marketing Training Manager | Taco Bell

May 2013 - Current

- Trains new managers on how to properly run a shift.
- Processes all new hire paperwork.
- Ordering from distribution center twice a week, accepts delivers, and posts invoices.
- Ordering and maintain costs on purchasing uniforms, small ware, and store supplies.
- Controls labor, verifies daily deposits, reviews inventory.
- Sets up interviews to hire new potential employees, as well as terminate employees.
- Work with Medcor when necessary to settle employee injuries.
- Scheduling and managing a staff of 30 employees.
- Conduct 1 on 1's with employees when necessary and often for feedback.

PROFILE

- Excellent leadership, communication skills, and problem-solving
- Works well in a team
- Very committed and dedicated
- Proficient at prioritizing tasks and handling well under pressure

TECHNICAL SKILLS

Systems:

Windows, Mac OS X

HTML, CSS, Bootstrap, JavaScript, GitHub

Software:

Microsoft Word, PowerPoint, Excel, Adobe Photoshop, Adobe Illustrator