**Tara-Lynn Garbutt**

**432 Gladstone Avenue**

**Ottawa, Ontario**

**K2P 0Z1**

**613-612-6796**

**taralynngarbutt@yahoo.ca**

**Objective**

To secure a position with a well established business with a professional environment that will allow growth both personally and professionally.

**Skills & Qualifications**

* Basic First Aid and CPR training
* Culinary Skills training
* WHIMIS training
* Smart Serve Certification
* Received a certificate of appreciation from The Canadian Culinary Federation Ottawa Branch

**Workplace Experience**

*ORESTA organic skin care gallery, Spa Manager & Online Store Manager*

August 2013-Present

* Responsible for daily operations of entire facility and staff including Naturopathic Doctor, Registered Massage Therapist and Aesthetician
* Operational duties include managing and maximizing the schedule, answering phones, security of assets and location, inventory management
* Attained both service sales and retail sales goals using multiple product lines including Eminence, Kahina and other organic products
* Knowledgeable about several organic skin, hair and body care lines
* Attended quarterly Eminence Organic Skin Care product trainings including hands on experience
* Successfully planned and hosted multiple events at location for client appreciation

*Holtz Spa, Spa Coordinator*

August 2012-August 2013

* Manages Inventory Levels for both retail sales and professional supplies
* Responsible for inventory orders, vendor relations, targets and sales goals
* Assisted in day to day responsibilities for up to 50 Service Providers at a time
* Successfully uses the Salon Biz software for daily operations, scheduling and inventory maintenance
* Implemented protocols to aid in the improvement of technical issues, client escalations, inventory and retail sales
* Attends weekly Team Leader meetings where responsible for Minutes, Incident reports, follow-up on any unresolved issues and ensure all staff is aware of new or updates to existing protocols

*The Source (Bell) Electronics, Store Manager*

August 2011-August 2012

* Responsible for meeting daily sales, Bell services, warranties and dollars per ticket goals
* Knowledgeable about Conversion and its effects on the business
* Able to easily read and decipher a Profit and Loss statement
* Coaching and written observation of all employees on a daily basis
* Validation of daily goals and section maintenance of all employees
* Completed annual store inventory using the HART system

*Koodo Mobile, Full-Time Sales Representative*

December 2010-August 2011

* Responsible for Coaching of new hires and security of the location
* Able to easily process daily inventory counts and adjust inventory levels accordingly
* Used Work Brain to produce weekly schedules for team members
* Successfully uses a Point of Sale system for opening, closing and daily sales
* Follow up on daily communications and proper opening and closing procedures

*Wind Mobile, Full-Time Wind Specialist*

April 2010-December 2011

* Assisted customers in the purchase and activations of new cellular phones
* Offered Wireless services both prepaid and post-paid
* Responsible for key holding duties, bank deposits and overall security of products
* Able to properly triage defective merchandise
* Responsible for receiving inventory, shipping and weekly cycle counts of inventory
* Received inventory and put visuals into effect

**Education**

Studied Culinary Management at Algonquin College September 2007-May 2009

Received O.S.S.D. From Crestwood Secondary School June 2007

***References Available Upon Request***