

**Michael Beman**

**Winsted, CT**

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My goal is to become associated with a company where I can utilize my skills in the field of retail and gain further experience while enhancing your company's productivity and reputation.

## **EDUCATION**

Bachelor's

ECPI University - Richmond, VA May 2009 to July 2012

## **SKILLS**

Shift Supervisor, Key Holder, Team Lead, ASM, Retail Management, Keyholder

## **MILITARY SERVICE**

Service Country: US Branch: US Army Rank: SPC

August 2005 to September 2014 Mechanic

## **CERTIFICATIONS/LICENSES**

Emergency Medical Responder

July 2017 to July 2020

## **WORK EXPERIENCE**

**Assistant Store Manager**

**Xtramart-Mobile**

**Convenience Store**

**Great Barrington, MA**

**July 2018 to Present**

- Ensure a quality buying experience for all customers Make daily bank deposits by noon
- Review end of day reports and assist in preparation of daily paperwork banking functions as assigned by manager

- Coach and direct employees to provide excellent customer service Maintain an awareness of cleanliness both inside and outside of the store Light equipment and yard maintenance
- Order and receive merchandise utilizing inventory ordering guidelines Implement all Company promotional initiatives
- Maintaining cash and inventory control during all supervised shifts Pricebook maintenance
- Ordering merchandise
- Audit cashier paperwork for accuracy
- Report all environment, maintenance issues and unusual occurrences to the proper authority as well as management personnel
- Ability to communicate with associates and guests
- Ability to count, read and write accurately to complete required

#### **Team Leader/Supervisor**

#### **Tractor Supply Company**

#### **Barkhamsted, CT**

#### **November 2017 to July 2018**

- Maintain regular and predictable attendance.
- Work scheduled shifts, and have the ability to work varied hours, days, nights, weekends, and overtime as dictated by business needs.
- Uphold and promote a safe and productive work environment by following and enforcing policies and procedures.
- Take the initiative to support selling initiatives
- Execute assigned basic, promotional, and seasonal merchandising activities. Perform Opening/Closing procedures.
- Transport and make deposits to bank. Assess store conditions and assign duties.
- Organize and prioritize workflow through the use of the daily planner. Recovery of merchandise.
- Participate in mandatory freight process.
- Perform regular and promotional price change activities.
- Resolve customer complaints/issues and ensure the customer has a positive experience. Adhere to loss prevention standards and respond to any alarm calls as needed.
- Communicate with Team Members on job functions, responsibilities and financial goals. Operate cash register/computer supervising cash handling procedures.
- Assist Team Members on appropriate application of policies and procedures. Operate Forklift and Baler

- Complete all documentation associated with any of the above job duties May be required to perform other duties as assigned.

### **Overnight Stocker Walmart**

**Torrington, CT**

**March 2013 to February 2014**

- Unload deliveries, stock shelves, displays and backroom while recognizing how seasons and holidays affect product sales
- Support other departments by unloading their overnight deliveries and placing skids in their designated area of the backroom
- Maintain department appearance by rotating product, sustaining product levels throughout the day, properly shrinking outdated product, checking expiration dates, ensuring shelves and displays are well-merchandised
- Properly handle products, use equipment, keep accurate logs and follow sanitation practices in accordance with food and human safety guidelines, and Simplification 5S procedures

### **Night Stock Manager Kroger**

**Richmond, VA**

**May 2012 to March 2013**

- Directing night crew personnel, meeting general department's service level and merchandising goals and objectives.
- Communicating directly with the store director and merchandising manager.
- Ordering general department (grocery, non-foods, HBC, frozen foods and liquor) products necessary to maintain adequate stock levels.
- Stocking and merchandising general department products in accordance with sales and merchandising department standards.
- Maintaining a positive and friendly attitude towards customers and fellow team members. Engaging with customers through smiles and greetings, offering product information, providing selling suggestions and always giving a genuine thank you.
- Unloading trailers, receiving merchandise, auditing received merchandise, breaking down, positioning cases of product in the warehouse, sales floor or walk-in cooler.
- Keeping shelves full and faced and building attractive floor, aisle and frontend displays. Understanding the importance of monitoring product pricing, signage, and placement and the proper use of product shelf tags and signage.
- Keeping clean neat and orderly work areas and warehouses, including well swept floors.
- Attentively stocking dated perishable products, rotating them as necessary to ensure quality and safety.

- Processing cash register transactions, inputting product costs, giving back change, processing checks, EBTs, WIC checks, refunds, product coupons and gift certificates.

### **Scan File Coordinator Kroger**

**Richmond, VA -**

**November 2006 to June 2007**

- Works safely at all times and follows all established safety guidelines and procedures. Provide highest level of prompt and friendly customer service.
- Maintain a positive work environment through supportive interaction with all departments. Knowledge of weekly ad items.
- Give customer direction of product location throughout the store.
- Perform scan audits and comply with Weights and Measures requirements.
- Check for any price / item updates from the Corporate Office and make updates as needed. Make signs as needed.
- Verify weekly ad and promotional price accuracy.
- Research discrepancies and notify Buying Office with pricing exceptions. Verify new items for price accuracy and "not on files".
- Promote 100% scan accuracy program.
- Work closely with front end cashiers, supervisors regarding scan accuracy. Communications with Pricing Auditor on a regular basis.
- Act as liaison with support staff for computer or register related issues. Abide by all company policies as stated in the Employee Handbook.
- Other duties and responsibilities as needed or assigned.

### **General Merchandise Clerk**

**Stop and Shop Supermarket**

**Torrington, CT**

**April 2005 to June 2006**

- Loads and unloads freight, stocks merchandise sections appropriately and ensures pricing is correct.
- Have a good knowledge of the departments variety of products and their location. Be aware of guests at all times and assist them with their product selections and inquiries in a friendly manner.
- Assists in maintaining accurate pricing by use of price books, daily-weekly price change sheets and merchandising and promotional lists.

- Assists General Merchandise Manager with cross merchandising ideas with other departments. Removes unsellable merchandise and transports to assigned areas.