



Robert Grant

Operations & Management

615.484.1500



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821 Irma Drive
Antioch, TN 37013



SKILLS

Team Leadership

Accountability

Analytical

Customer Service

Active Listening

Conflict Resolution

Verbal Communication

Public Speaking

Facilitation

Project Management

Merchandising

EDUCATION

B.A., Economics,
Morehouse College,
Atlanta, GA, 1998

Facilitator Certification,
National Fatherhood Initiative,
Nashville, TN 2011

Faculty Certification,
Leadership Development,
Phi Theta Kappa,
Jackson, MS 2011

PROFESSIONAL EXPERIENCE

Operations Coordinator

Rocketship Education, Nashville, TN

- ◆ Provided and oversaw the daily staffing and tasks necessary for maintaining an encouraging and empowering school environment for our students.
- ◆ Scheduled employee shifts, planned, assigned and supervised operations team.
- ◆ Managed support staff and trained new hires on operations policies and procedures.
- ◆ Interviewed, hired, trained, evaluated and disciplined employees -- or assisted the manager with these functions.
- ◆ NWEA MAP Growth Site Lead: coordinated with school leadership to create testing schedule and determine assessment needs.
- ◆ Prepared, disseminated, and/or facilitated preparatory materials for different audiences involved in schoolwide assessments.
- ◆ Scheduled equipment repair needs, especially in urgent or emergency cases, may require finding additional employees, contacting outside contractors or handling the matter myself.
- ◆ Ensured the staff supply and office closets were stocked properly and consistently.
- ◆ Scheduled service and repairs for copying machines. Monitored performance of production or treatment of equipment.
- ◆ Kept track of bills, invoices, and credit card expenditures and collaborated with the accounting department to ensure adherence to overall school budget.
- ◆ Reconciled monthly operating budgets and shared updated financial reports with school leadership team.
- ◆ Collaborated with front office and school leadership to coordinate logistics of school events including choosing vendors, securing transportation, inviting guests, and solidifying other necessary arrangements pertinent to the event.
- ◆ Planned off-campus field trips: determined venues, confirmed best dates, secured transportation and food, and created detailed documentation to communicate event specifics.
- ◆ Worked with vendors to make purchases, schedule repairs and reconcile invoices.

Management

Kroger Company, Nashville Division

- ◆ Responsible for merchandising the store to improve customer shopping experience and ease of traffic flow, in an effort to encourage better sales results.
- ◆ Implemented plans with department leaders and associates to identify opportunities in the store and develop timely solutions and create action plans to ensure implementation of plans.
- ◆ Generated sales by working with department managers to improve sales and departments conditions
- ◆ Coordinated with District Staff to ensure store departments are achieving sales goals and ensure implementation and execution of division merchandising and standards.
- ◆ Serve as liaison providing feedback to Store Manager, District Manager and Coordinators on the effectiveness of merchandising plans/programs.
- ◆ Provide consistent and/or timely feedback to department leaders and associates on individual and department performance.
- ◆ Ensure safe behaviors are being followed by all associates.
- ◆ Effectively managed schedule to achieve the requisite technical and professional skills necessary to keep up with current developments and trends in the company and industry.
- ◆ Supervise associates to ensure compliance with laws and regulation applicable to the company.
- ◆ Supervise and coach associates on the performance of their daily tasks and responsibilities while encouraging them to acknowledge, assist and appreciate the customer.



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Logistics & Management

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PROFESSIONAL EXPERIENCE

Management cont.

HCA, Inc. / Mid-America Division

- ◆ Discovered in excess of \$20,000 owed to two hospitals from their primary pharmaceutical vendor.
- ◆ Coordinated delivery, installation, and/or storage of capital equipment and medical supplies necessary to open a hospital.
- ◆ Managed a staff of 15 agents that purchased equipment, supplies and services for 11 local hospitals.
- ◆ Supervised warehouse staff of 10 to ensure timely delivery of medical supplies for 8 local hospitals.
- ◆ Prepared and presented a training program of a perpetual inventory system utilized to coordinate orders and replenishment of medical supplies between warehouse and local hospitals.

WORK HISTORY

2017-Present	Operations Coordinator	Rocketship Education	Nashville, TN
2013-2017	Assistant Store Manager	Kroger Co.,	Nashville, TN
2012-2013	Positive Parenting Facilitator,	Exchange Club Family Center,	Nashville, TN
2009-2012	Re-Entry Coordinator	Urban League of Middle TN,	Nashville, TN
2006-2012	Community Outreach	The Temple Church, Inc.,	Nashville, TN
2004-2005	Supply Chain Director	HCA, Inc./ Fawcett Memorial Hospital, W. FL Div. ,Pt. Charlotte, FL	
2001-2004	Executive Trainee	HCA, Inc./ Mid-America Division	Nashville, TN
1999-2001	Title Assistant	Manson, Jones, & Whitted Attorneys at Law	Nashville, TN

COMMUNITY INVOLVEMENT

Nu Beginnings, Inc. 2010-2013 Nashville, TN

- ◆ Executive Director of an ex-offender re-entry organization that helps individuals prepare for and attain employment.

Talented Tenth 2010-2013 Nashville, TN

- ◆ An on-site mentor program whereby Nu Beginnings clients candidly discuss choices and mistakes they have made and the resulting consequences, in an effort to encourage youth not to follow in their footsteps.

National Fatherhood Initiative 2011- 2012 Nashville, TN

- ◆ Facilitated a weekly fatherhood class for inmates at Corrections Corporation of America (formerly CCA). Inmates attended class on a volunteer basis and participated in in depth discussions covering their childhoods, their fathers (or their absence), their current relationship with their children and their goals for the future.