

Donald Munson

Portland, 97202
(360) 271-1329
donaldpaulmunson@gmail.com

EXPERIENCE

Distribution Manager, Burke Williams Spa – San Francisco, CA

NOVEMBER 2011 - APRIL 2017

- Oversaw maintenance of facility projects
- Direct supervisory role of approximately 20 support staff members
- Staffing and hiring of team members in department
- Maintain cleanliness standards and product quality control
- Budgeting and managing costs
- Purchasing director for facility supplies
- Indirect supervision of more than 100 employees within the location
- Engaging staff both in and out of department, with goal of improving morale
- Ran accountability communication technology (ACT) program in department

General Manager, Olympic Cinemas – Bremerton, WA

JUNE 2007 - SEPTEMBER 2011

- Overseeing all day to day operations
- Budgeting and running continual P&L progress
- Transitioned an unprofitable facility to profitability with 10%+ annual growth
- Maintained an aging buildings' repair while controlling costs
- Responsible for entirety of staffing process for facility
- Ordered all products and supplies for business
- Created positive environment with ~ 90% retention rate

General Manager/Program Director, KZUU 90.7 FM – Pullman, WA

JUNE 2006 - MAY 2007

- Managed staff of over 100 volunteers a 24 hour schedule
- Provided 24/7 on call access for troubleshooting issues
- Oversaw maintenance of facility equipment and property
- Dealt with school administration for compliance and budgetary issues
- Maintained positive relations between organization and community

SKILLS

Microsoft Office Suite
Quickbooks

EDUCATION

Washington State University

Pullman, WA

Fall 2004 - Fall 2007

Olympic Community College

Bremerton, WA

Fall 2001 - Spring 03

REFERENCES

Jeff Brein

President of Faraway
Entertainment
(206) 842 8941

Kany Levine

Former VP and Chief Legal
Counsel Faraway Entertainment
(360) 990 9495

Azurayah Light

General Manager
Burke Williams Spa
(415) 694 7980