

Vincent Rodriguez

Business Operations/Project specialist

Motivated and self-driven business professional skilled at executing various project management tasks, monitoring team performance and activity, and assisting in business plan development. Offers excellent analytical and communication skills, great multitasking skills, and well-developed ability to work and perform well in fast-paced business environments.

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Greater Los Angeles 📍

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linkedin.com/in/vincentarodriguez in

SKILLS

Verbal & Written Communication

Interpersonal

Microsoft Office (Excel, Word, Power Point)

Project Management

CRM (Sherpa)

HTML & CSS

Design Systems

FlowCharts

User Personas

Respectful teammate

Organized manager

Collaborative Team player

EDUCATION

B.S. Business Administration

California State University Long Beach

08/2012 – 12/2014

Long Beach, CA

Design Certificate

Bloc.io

01/2018 – 02/2019

Online

PERSONAL PROJECTS

Raindrops (06/2018 – 09/2018)

- A 3-month SaaS-based project I captained from inception to completion through effective design process, strategic prioritization, and a written case study to explain process improvement.

OUTREACH

Project Coordinator

Community Scholars (CSULB)

11/2013 – 06/2014

Long Beach, CA

Tasks/Achievements

- Assisted the program manager in preparing the implementation of project presentations.
- Communicating and collaborating with students, partners, and delivering functional project requirements.
- Coordinating coaching, mentoring, and various training programs and related: lesson plans, relationship building, college retention.

WORK EXPERIENCE

Account Manager

Impact Networking

05/2019 – Present

Los Angeles, CA

Took ownership over developing and executing sales strategies from prospecting to close. Accountable for meeting sales quota and maintaining client relationships through communication, strong prioritization, and exceptional attention to detail.

Achievements/Tasks

- Effectively managed and coordinated weekly client meetings, proposal presentations, and acquiring new business opportunities.
- Educated C-level executives on business products and services through a persuasive consultative solution-based approach.
- Responsible for managing accounts through Sherpa CRM software and effectively communicate updates/changes to management.

General Manager

Chipotle Corporation

07/2017 – 04/2018

Denver, CO

Directed daily operations ranging from costs analysis, budget reporting, and sales forecasting which resulted in improved financial and operational performance.

Achievements/Tasks

- Improved quarterly food safety audit scores from low 80's to 95%, 91%, and 94%, through system implementation and structured planning which resulted in improved business performance.
- Exceeded quarterly sales goals by 4%, 7%, and 10% by identifying and troubleshooting financial discrepancies through deciphering company KPI's and analyzing the business P&L reports.
- Led, trained, and empowered 25 employees including four mid-level managers, one of which I promoted to assistant general manager.

Executive Team Leader - Operations

Target Corporation

08/2016 – 07/2017

Carson, CA

Managed and published schedules for transitional projects, while focusing on continuous improvement for the entire store. Controlled project budget hours and assigned weekly assignments for new product rollouts, and department remodels.

Achievements/Tasks

- Prioritized project resources to ensure daily and weekly deadlines were on track for timely completion through strategic planning, proactive organization, and decisive delegation.
- Captained entire price accuracy program which consisted of daily inventory regulations, and maintaining a 90% project completion score to adhere to the State of California compliancy laws.
- Provided performance reviews to 20 employees while overseeing operations within a store consisting of 60 + team members.

Executive Team Leader - Assets Protection

Target Corporation

06/2014 – 08/2016

Manhattan Beach, CA

Analytically organized, evaluated, and compiled raw data to determine shortage patterns and effectively build action plans to reduce operational shortage.

Achievements/Tasks

- Improved year-over-year inventory shortage by 10% in 2015 by implementing comprehensive inventory action plans.
- Improved year-over-year inventory shortage by 20% in 2016 through consistent follow up and weekly educational team meetings.
- Provided performance reviews to 10 employees while overseeing operations within a store consisting of 100 + team members.