

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

I intend to take my 10-year grocery store experience and apply my leadership, management, operations, and food standards skills and knowledge to a welcoming, growth-oriented team.

Experience

Assistant Store Manager - ABC Grocery Store / Location

MONTH YEAR - Present

- Supervised store operations from closing/opening procedures, cash handling, and hygiene standards
- Ensured exceptional customer service by resolving complaints and answering store or product inquiries
- Assisted in recruiting, onboarding, and managing new store employees while providing ongoing support and guidance
- Collaborated with product managers to monitor product KPIs, rearrange food products based on market trends, and drive sales
- Optimized scheduling to improve staff efficiencies and streamline workflows

Inventory Control Specialist - ABC Grocery Store / Location

MONTH YEAR – MONTH YEAR

- Took the lead on managing inventory and supply chain coordination, such as ordering, retrieving, stocking, and restocking grocery store products
- Delegated tasks to staff to ensure efficient and timely operations
- Analyzed customer demand for certain products over others and monitored stocks to meet the demand
- Used inventory management systems and software to accurately check and assess stock, conduct meaningful analysis, and make data-based inventory decisions
- Generated data-based reports to sales and marketing teams to create alignment in the overall strategic plan and store goals

Project Experience

- **Local Food Sourcing Initiative:** In collaboration with local farmers and suppliers, I implemented this initiative to upgrade ABC Store’s local food offerings after noticing increasing customer demand for locally sourced, organic, and sustainable products.
- **Inventory Optimization:** While in my Inventory Control Specialist role, I lead this project to help streamline our inventory management processes by analyzing demand, shelf-lives, and sales data. This helped reduce food waste and increase efficiency.

Education

B.A. in Food Industry Management - Arizona State University

MONTH YEAR

- GPA: 3.8
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Collaboration/teamwork
- Customer demand assessment
- Store operations
- Data and trend analysis
- Inventory management systems

Licenses & Accreditations

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- ServSafe Food Handler Certification
- Alcohol Seller Certification
- Occupational Health and Safety Certification