

# MIRNA DAVIS

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles, CA  
90291, United States

### EMAIL

example@email.com

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

### NATIONALITY

American

## LINKS

[Linkedin](#)

[Facebook](#)

## SKILLS

### Budgets

● ● ● ● ○

### Recruitment

● ● ● ● ○

### Performance Reviews

● ● ● ● ●

### Production Planning

● ● ● ● ○

### Report Writing

● ● ● ● ●

### SAP

● ● ● ● ●

### Sage

● ● ● ● ●

### Labor Relations

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### Training

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### Project Management

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## PROFILE

*Experienced Assistant Manager with ten years' experience in Retail with a focus to improve sales turnover and positively impact company revenue. Implement creative strategies that help boost sales and employee productivity. Excellent ability to manage a system of inventory and maintain high standards of product quality and service. Was instrumental in increasing quarterly sales performance by 30% during the last six months and leadership tenure is backed by an MBA.*

## EMPLOYMENT HISTORY

### Assistant Manager, Hardware Emporium

Chicago

Nov 2014 – Present

*Reduced Workers' Compensation costs by 50% per annum with the implementation of employee wellness programmes and safety training initiatives.*

- Handle customer complaints regarding sales and service
- Prepare budgets and approve expenses
- Track customer preferences to determine where the focus of sales efforts should be
- Analyze sales statistics and activity metrics
- Conduct sales projections regarding products and client territories and forecast individual billings for sales staff
- Determine discount rates or special pricing plans
- Develop plans to drive new business development, through direct sales techniques, cold calling, and business-to-business marketing visits
- Allocate sales territories and set sales quotas
- Plan and coordinate training programs for sales staff
- Conduct Performance Reviews

### Assistant Manager - Food & Beverages, The Don Hotel Group

Los Angeles

Jan 2013 – Nov 2014

*Negotiated new service level agreements with suppliers, resulting in a 10% reduction in material expenditure and a saving of \$100k per year.*

- Supervise first-shift operations of up to 25 associates
- Coordinate F&B preparation, delivery and transactions and ensure standards are met for customer service, quality, safety, and sanitation
- Met or exceeded monthly revenue goals by up to 25%, resulting in formal recognition for leadership excellence
- Developed employee-improvement plans to address areas of under-performance
- Facilitate the professional advancement of high-potential workers
- Played a lead role in organizing events
- Secured partnerships with nonprofits to create positive social investment branding report in the community

## LANGUAGES

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English



Canadian French



## HOBBIES

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Charity Events, Triathlons,  
Hiking, Cooking

## Manager's Assistant, Oboid Engineering

Jacksonville

Mar 2009 – Dec 2012

*Saved \$30k per quarter by decreasing overheads by 19% due to better utilization of resources.*

- Ensure that equipment and machinery are adequately maintained and promptly repaired by assigned workers
- Evaluate production rates from the previous day and diagnose causes and possible solutions to any deviations reflected in the metrics
- Ensure production quotas, and quality standards are achieved continuously
- Enforce safety and health policies and procedures and investigate and report accidents
- Train and oversee all employees on regular shifts, scheduled shifts, and coordinate production processes accordingly
- Conduct risk assessments
- Provide product expertise within the team, and respond to machinist queries

## EDUCATION

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### Chicago State University, Masters in Business Administration

Chicago

Jul 2006 – Mar 2008

### University of Arizona, Bachelor of Communication Science

Tempe

Sep 2002 – Sep 2005

## COURSES

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### Financial Management Certificate, Certified Public Accountants Institute

Jan 2018 – Nov 2018

### Course in Labor Relations, US Labor Relations Bureau

Mar 2017 – Jul 2017

## EXTRA-CURRICULAR ACTIVITIES

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### Community Development Facilitator, Chicago Baptist Church

Chicago

Oct 2015 – Present

- Manage weekly soup kitchen events
- Organize interns to assist underprivileged kids with homework assignments
- Schedule mobile clinics once per month
- Plan and execute arrangements for market day every quarter