



Mirna Davis

LOS ANGELES, CA 90291, UNITED STATES · example@email.com

DETAILS

1515 Pacific Ave
Los Angeles, CA 90291,
United States

DATE / PLACE OF BIRTH

San Antonio

NATIONALITY

American

DRIVING LICENSE

Full

LINKS

[LinkedIn](#)

[Facebook](#)

SKILLS

Budgets

Recruitment

Performance Reviews

Production Planning

Report Writing

SAP

Sage

Labor Relations

Training

Project Management

LANGUAGES

English

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

Nov 2014 – Present, Chicago

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

Jan 2013 – Nov 2014, Los Angeles

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

Manager's Assistant, Oboid Engineering

Mar 2009 – Dec 2012, Jacksonville

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

Canadian French

HOBBIES

Charity Events,
Triathlons, Hiking,
Cooking

EDUCATION

Chicago State University, Masters in Business Administration

Jul 2006 – Mar 2008, Chicago

University of Arizona, Bachelor of Communication Science

Sep 2002 – Sep 2005, Tempe

COURSES

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

Community Development Facilitator, Chicago Baptist Church

Oct 2015 – Present, Chicago

- 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