**[General manager](https://www.postjobfree.com/resume/ad0gvd/general-manager-manassas-park-va)**

**Location:**Manassas Park, VA, 20111

**Posted:**October 18, 2023

**Contact Info:**

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**Resume:**

CARLOS MADRID

151 BAKER ST

MANASSAS PARK VA 20111

(571) 538-7626

carlosmadrid77@yahoo.com

Objective

Candidate with Fluency in Spanish and English, Knowledge of how to run day to day operations in

several businesses from Accounting, Marketing, Distribution, and Operations. From hiring to firing

of new employees and staff to overseeing companies profitability.

Experience

June 2022 - PRESENT

Maryland Tag and Title LLC, Waldorf MD - General Manager/Title Agent

? Oversaw all business operations and looked to expand to new office locations

? Provided all services under supervision and regulations from the Motor Vehicle

Administration

? Ensured all processes from customers went seamlessly incorporated into MVA database

June 2015 - June 2023

Alpha Motors Group Inc, Waldorf MD - Business Owner

? Ran day to day operations of my own business from dealing with Motor Vehicles

Administration to day to day customers, to accounting, financing, and marketing through

different sources.

? Sourced all vehicles from a wide range of vehicle auto auctions

? Ensured all Vehicles to be completely ready for sale and integration to be processed and

ultimately sold in our inventory

? In charge of pre-sale and post-sale relationships with auctions, customers and employees.

January 2010 - June 2018

Madrid Tires Inc, Waldorf MD - General Manager

? Supervised all employees on shift to ensure completion of work responsibilities.

? Ensured all clients received friendly and proper customer service.

? Prepared daily settlements for cash and credit card sales, prepared bank deposits, daily

income and expense reports to ensure highest profitability while reducing costs.

January 2007 - January 2010

Advantage Guard Services Inc, Washington DC - Director of Operations

? Supervised all employees on shift to ensure completion of work responsibilities.

? Ensured all clients received friendly and proper customer service.

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? Prepared daily settlements for cash and credit card sales, prepared bank deposits, daily

income and expense reports to ensure highest profitability while reducing costs.

Education

September 2005 - September 2007

ECPI Medical Institute, Manassas VA - Medical Assisting Associate Degree

Skills

Fluent and Native Speaker in Spanish and English

Computer Skills on Word, Excel, Powerpoint, Typing over 60 words per minute.

Customer Service and Call Center Experience