**[General Manager Professional Development](https://www.postjobfree.com/resume/adzk0f/general-manager-louisville-ky)**

**Location:**Louisville, KY

**Posted:**September 09, 2023

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**Resume:**

Mary Groce

LOUISVILLE, Ky 40203

(502) 539-1192

yatesbeth905@gmail.com

Accomplish ments.

I have always end up workin with public deal me.I truely have love for job

Professional Summary

Hard-working Supervisor with exceptional experience leading teams, delivering results and exceeding expectations. Creative and motivated leader adept at utilizing exceptional design and planning strengths to accomplish complex projects. Skilled in teaching new concepts and best practice strategies. Energetic Supervisor successful at motivating and building positive team dynamics to accomplish aggressive goals. Dedicated to open, communicative culture where employees feel empowered to contribute to company's success. Energetic Supervisor successful at motivating and building positive team dynamics to accomplish aggressive goals. Dedicated to open, communicative culture where employees feel empowered to contribute to company's success. Energetic Supervisor successful at motivating and building positive team dynamics to accomplish aggressive goals. Dedicated to open, communicative culture where employees feel empowered to contribute to company's success. Energetic Supervisor successful at motivating and building positive team dynamics to accomplish aggressive goals. Dedicated to open, communicative culture where employees feel empowered to contribute to company's success. Experienced Supervisor leading team members on-time job completion. Assign tasks, train employees, provide feedback, mediate interpersonal conflicts and implement company procedures. Excellent communication and listening skills. Provide leadership and vision which drives teams to meet goals. Accomplished Supervisor focused on meeting customer expectations and achieving company goals. Drives success by directing high-producing teams while developing lasting employee rapport. Exceptional knowledge of cost-reduction methods and streamlining production processes. Quick-thinking Supervisor recognized for success in guiding teams and boosting performance. Practical problem-solver with excellent issue and conflict resolution skills to drive team and organizational success. Highly effective and knowledgeable in process improvement and inventory control. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Forward-thinking Operations Specialist bringing [Number] years of expertise in [Area of expertise] for [Industry] sector businesses. Cultivates rapport with individuals to optimize project goals and output, resolve complex problems and deliver innovative improvement strategies. Proficient in [Software] and [Software].

Work History

January 2000 - Current

H&S Commercial Cleaning - 1346 S Preston st

Supervisor

January 1994 - August 1999

Daycon Products Co - River port Dr

Shipping & Receiving Clerk

Reviewed order data to verify transactions and shipping dates.

Verified transactions, product orders and shipping dates and entered information into databases and reports.

Packaged goods in safe containers to prepare for shipping, adhering to packaging protocols.

Communicated with vendor representatives to resolve damaged shipments and item shortages.

Collaborated with other departments on supply and quality issues.

Scheduled pickups and deliveries to maintain smooth operations.

Tagged and shelved [Type] product using first-in, first-out storage scheme.

Processed and restocked returns.

Completed daily cycle counts and assisted with monthly audits.

Checked shipments against paperwork and signed documents.

Picked orders, scanned products and packed boxes.

Coordinated storage locations and product movements.

Updated computer tracking system with latest product movements.

Conducted counts and audits of inventories to identify and resolve discrepancies in records.

Operated equipment such as forklifts and balers to move outgoing shipments to loading area.

Completed basic mathematical calculations to check weights and dimensions of shipments.

Received incoming shipments, compared contents against associated records and transmitted to proper department.

Inspected merchandise and sent damaged pieces for repair before shipment.

Monitored scheduled shipment dates to achieve timely delivery, expediting as necessary, and communicating variances to customers.

Used pallet jacks and dollies to load and unloaded goods from trucks and containers.

January 2012 - May 2016

Frishes Big Boy - 6200 Dixie hwy

ASST Manager

Open and closEd..Trained All new servers.Weekky schedulea fo night shift servers.I check all servers side woek then rwleasw them when all side jobs arw complete.

January 2001 - January 2005

SOUTH HILL Apartments - Old 3rd

Apartment Leasing Consultant

Keep allrecipt records of reaidents rent payment.Schedule viewing of our spt thst werw available.Alsi would process work orders for maintance and severty of order..Pass out late notices 7 of every month 50.00 late fee.Keep landacaping crew schesule.Summer.Winter for anow plow our parking lot.After viewingngI ask if there intrestes start there applicatuon 15 apllication fee .200.00 mee in fee hold aptn until they move lin.Deposit depend on ur credi.higher cresit score lower deposit.I schedule monthly bug speays .

Accomplishments

Start cleaner to general Manager.I ran the company .

Affiliations

American Marketing Association

Society of Human Resource Management

International Association of Administrative Professionals

International Council of Nurses

Toastmasters

Association for Computing Machinery

Jaycees

Skills

Priority management

Team Building

Financial Management

Business planning

Budgeting

Training and mentoring

Project Management

Operations management

Inventory oversight

Staff Management

[Software] experience

Strategic planning

Education

May 1977

Western High School Rockford Ln

Buisness Associate

Member of [Student Organization or Club Name]

Dean's List [Semester and Year]

Professional development completed in [Subject]

Member of [Honor's Society Name]

Completed professional development in [Subject]

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