

Daniel R. Davis

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3216 Edith Lane Haltom City, Texas 76117

Objective	To obtain a position that will enable me to learn and grow as a person both personally and professionally.
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Professional Accomplishments	<p>Managerial Experience</p> <ul style="list-style-type: none"> Overseeing daily operations Tracking and reporting sales goals Inventory: ordering and receiving supply shipments Electronic correspondence with Corporate Officials Employee relations Creating shift schedules Training new employees Event calendar management Managing and tracking donations to local charities Resolving customer complaints <p>Clerical Skills</p> <ul style="list-style-type: none"> Use of multi-line phones Use of general office equipment Data entry at 45 words per minute with few errors Proficiency in Microsoft Word and Excel Time management, adhering to strict schedules <p>Customer Service</p> <ul style="list-style-type: none"> Greeting visitors upon their arrival Answering any and all questions guests may have Maintaining a professional relationship with repeat customers Excellent verbal communication skills Meeting production goals while maintaining high quality standards
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Work History	<p>September 2011 - Current</p> <p>General Manager, Pizza Hut, Bedford, Texas</p> <p>February 2010 – June 2011</p> <p>Shift Manager, Little Caesar’s, Bedford, Texas</p>
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Education	High School Diploma CHC Private School Merritt Island, Florida May 22, 2009
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References	Professional and personal references are available upon request.
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