

# JOHN SMITH, MBA

Carrollton, GA

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## Summary

Experienced business professional, leveraging skills in management, operations and strategic problem solving. Ability to attract, retain and motivate team members. Driven to consistently increase productivity and develop strong customer relationships through effective teamwork. Working toward improving operational performance, quality assurance and delegating projects effectively.

## Education

### *Master of Business Administration*

University of West Georgia- Carrollton, Georgia

December 2017

### Foreign Exchange School Program

School of Commerce and Management (ESCEM) Poitiers, France

December 2016

- *Certificate in International Business and Management*

### *Bachelor of Business Administration in Management*

University of West Georgia-Carrollton, Georgia

May 2014

## Experience

### *Operations Manager*

Publix Supermarket, Kennesaw, Georgia

August 2016 – Present

- Stocks inventory for all non-perishables department
- Manages and prepare restocking orders for daily business operations
- Ensures quality assurance and professional standards are met
- Supervises and provide direction to 4-5 employees daily
- Trains new hires on organizations process and procedures
- Prepares and documents store inventory for corporate office

### *Management Internship*

Enterprise Holdings-Marietta, Georgia

June 2015-August 2016

- Developed new business relationships with existing and new customers
- Provided excellent customer service to customers, vendors and co-workers
- Marketed promotions to local businesses and existing partners

### *Student Assistant*

University of West Georgia - Office of Admissions – Carrollton, GA

August 2012-June 2014

- Assisted the Associate Director of Admissions with student admissions qualifications, planning budgeting meetings and delegating task to student workers
- Researched and connected with prospective students by aiding in recruiting efforts
- Collaborated with various on campus department to ensure new student orientation operated smoothly
- Communicated with Admissions Counselors on recruitment territories, counseling prospective students and presenting admissions information to high schools.