

# Emily Garcia

Assistant Manager

## CONTACT

-  (720) 555-3344
-  emily.garcia@gmail.com
-  United States, Denver, CO

## EDUCATION

### Associate Degree in Business Administration

Denver Community College,  
Graduated: 2017

### Certifications

- ServSafe Manager Certification (2022)
- OSHA Food Safety and Sanitation Certification (2021)

### Professional Affiliations

- Member, National Restaurant Association
- Member, American Management Association

## AWARDS

-  Awarded "Manager of the Quarter" for outstanding leadership at Chipotle (2023)
-  Successfully reduced employee turnover by 15% through enhanced training and engagement initiatives
-  Implemented waste reduction program that lowered supply costs by 10% annually

## PROFESSIONAL SUMMARY

Dynamic Assistant Manager with experience leading quick-service restaurant operations and retail management. Proven ability to drive sales growth, manage and develop teams, and optimize customer satisfaction. Skilled in operational efficiency, financial oversight, and compliance with health and safety standards.

## EXPERIENCE

### Assistant Manager 2020 - Now

#### Chipotle Mexican Grill, Denver, CO

- Supervise daily restaurant operations, including staff scheduling, onboarding, training, and inventory control
- Spearheaded marketing promotions resulting in a 20% increase in local foot traffic
- Manage cash handling procedures, banking, and financial reporting with accuracy and accountability
- Lead safety and sanitation audits, consistently achieving top compliance ratings and exceeding regulatory standards
- Collaborate with vendors and suppliers to maintain optimal inventory levels and reduce waste

### Store Manager 2017 - 2020

#### CVS Pharmacy, Denver, CO

- Directed daily operations of a high-volume retail store, ensuring smooth workflow and customer satisfaction
- Trained, coached, and mentored a team of 20+ employees, fostering a positive and productive work environment
- Analyzed sales reports and customer feedback to optimize merchandising, staffing, and promotional strategies
- Managed payroll, budgeting, and expense control to maximize store profitability

## SKILLS

|                                                      |       |
|------------------------------------------------------|-------|
| Staff development, leadership & team building        | ★★★★★ |
| Sales analysis, financial reporting & budgeting      | ★★★★★ |
| Inventory, supply chain & vendor management          | ★★★★★ |
| Customer relations, complaint resolution & retention | ★★★★★ |
| Health, safety & sanitation compliance               | ★★★★★ |
| Conflict resolution & problem solving                | ★★★★★ |