

# Joe Eagle

101 College Street ♦ Winona, Minnesota 55987 ♦ Joe.Eagle@gmail.com ♦ Cell: (507) 453-xxxx

## OBJECTIVE

To obtain a position as a Store Manager where there is a need for excellent customer service skills and strong employee leadership.

## HIGHLIGHTS OF QUALIFICATIONS

- Able to lift up to 50 pounds; can meet the physical demands of the position
- Extremely flexible; Able and willing to work days, evenings, weekends, and holidays
- Effective leadership skills; can hire and delegate responsibility to employees
- Exceptional organizational skills and ability to accurately record information
- Responsible and reliable; can work independently

## EDUCATION

**Associate of Applied Science in Supervisory Management, May 2014**

Minnesota State College-Southeast Technical

Winona, MN

GPA: 3.52 \*Worked 30 hours per week while attending college full time

## EXPERIENCE

**Night Manager, HyVee Grocery Store, Winona, MN** *May 2012 – Present*

- Provided excellent store leadership in managing store functions and supervising employees
- Recorded inventory, ordered and stocked merchandise to maintain a clean and well-stocked department
- Greeted and assisted customers with excellent communication skills and attentive service
- Managed cash flow operations; operated cash register and balanced cash at close-of-business

**Shift Manager, Bub's Brewing Company, Winona, MN** *May 2011 – May 2012*

- Trained approximately 10 new staff in company standards and procedures
- Developed strong interpersonal communication skills providing quality service to thousands of customers
- Executed accurate and efficient cash transactions in a fast paced work environment.

## HONORS AND ACTIVITIES

**Vice President, Student Senate, Minnesota State College-Southeast Technical, 2012-2013**

- Chaired Events Committee – led a team to coordinate 15 campus events for 100+ students
- Volunteered 50 hours of Community Service throughout the year to various organizations

**Member, Phi Theta Kappa International Honor Society, 2012-2013**

**President's List, three consecutive semesters**

- Maintained GPA of 3.5 or above

## LANGUAGE SKILLS

Fluent in English and Spanish

## COMPUTER SKILLS

Microsoft Office Suite, various social media platforms (LinkedIn, Facebook, Twitter)

*Excellent References Available Upon Request*