



# Michael Jones

## Convenience Store Assistant Manager

Efficient assistant manager with 6+ years of experience in fast-paced convenience retail, specializing in daily operations, staff scheduling, and shrinkage reduction. Reduced shrinkage by 18%, boosted sales by 15% through local marketing initiatives, and managed \$20,000 in daily cash deposits with zero discrepancies at QuickStop. Known for building reliable shift teams and driving consistent operational performance across high-traffic locations.

### CONTACT INFORMATION

 (555) 000-0000

 email@example.com

 Dallas, TX

### KEY SKILLS

- Shift scheduling and workforce management
- Cash handling and daily deposit management
- Shrinkage control and loss prevention
- Vendor coordination and product receiving
- Staff training and onboarding
- Inventory tracking and stocking procedures
- Customer service and conflict resolution
- Sales reporting and performance tracking
- Food service compliance and health codes

### PROFESSIONAL EXPERIENCE

#### ASSISTANT MANAGER | QUICKSTOP CONVENIENCE STORE | DALLAS, TX JANUARY 2018 – PRESENT

- Reduced shrinkage by 18% by implementing enhanced inventory tracking systems and structured staff training programs targeting high-theft product categories
- Designed and optimized shift schedules for a team of 10 employees, improving shift coverage efficiency by 22% and reducing overtime costs by \$8,000 annually
- Boosted store sales by 15% by launching targeted local marketing initiatives including community flyer distribution and vendor-funded promotional end-cap displays
- Managed daily cash handling and deposit procedures totaling \$20,000 with zero discrepancies across 3+ years of operations
- Conducted monthly inventory audits on 800+ SKUs, identifying and resolving stock discrepancies within 48 hours to maintain accurate counts
- Trained 15+ new hires on register operations, customer service standards, and loss prevention procedures, reducing onboarding time by 20%

#### SHIFT SUPERVISOR | GOMART | FORT WORTH, TX JUNE 2015 – DECEMBER 2017

- Monitored daily store operations across 3 shift rotations, ensuring smooth handoffs and consistently high customer satisfaction ratings during peak hours
- Managed cash deposits totaling \$20,000 daily with zero discrepancies, adhering to company cash-handling and security protocols throughout a 2.5-year tenure
- Supervised a team of 6 associates per shift, resolving scheduling conflicts and addressing performance issues in real time to maintain staffing consistency
- Assisted in conducting weekly inventory counts and reporting stock variances to the store manager for timely replenishment ordering

### EDUCATION

Associate Degree in Business Management  
Dallas Community College | Dallas, TX | May 2015