

## **Jeanette L. Webb**

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### **Objective**

**To be an Operations Manager of a large company**

### **Skills**

- **Business Administration, customer service with 20 years of professional experience in the industry. I have a strong track record in public management and would bring to the company excellent work ethics and a strong since of business management**
  - Intro to Business
  - Principle of Management
  - Intro to Public Administration
  - Public Personnel Administration
  - Organ Theory and Behavior
  - Social Problems

### **Education**

**College of The Albemarle**  
**Associates Degree Business Administration**

### **Experience**

**Y n B Gas Mart**  
**444 South Hughes Blvd Elizabeth City NC 27909**

April 2010 February 2014 -

Responsible for day to day operations, ordering, scheduling, training, supervising employees, store image, profits, all controllable expenses labor, inventory of cash and shortage. Determine stock needs interact positively with vendors and customer, monitor receiving goods maintain inventory, oversee and control all funds ensure that all gas station attendant adhere to store policies and procedures, maintain a high level of customer service

**Subway Shift Leader**  
**681 South Hughes Blvd Elizabeth City NC 27909**

January 2009 April 2010

Report to General Manager (Demonstrates and promotes teamwork) creates a safe environment for the store completes required paperwork accurately and timely per company standards, make and maintain deli products accordance with health regulations and company standards, operate all assigned equipment

**References**

**Y n B Gas Mart**

**Manager Mia Gregg 252-562-6771**

**Subway**

**General Manager Yvonne Harrell 252-338-5678**