

Justin Newell

General Manager
Citrus Heights, CA

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916-757-8138

7457 Evening way

Citrus Heights, CA 95621

Summary

- Proven ability in managerial work planning, directing and coordinating the administrative services including finance, budget, payroll, personnel and employee relations, risk management, purchasing, general information technology support, facilities planning and management, telecommunications, printing and general support services.

Work Experience

General Manager

Del Taco LLC, Folsom, CA

Jul 2010 - Apr 2016

- Managed daily bank deposits, scheduling, hiring and interview process. Responsible for enforcing company policies and all employee training. Generated discipline and terminations for restaurant. Performed daily, weekly, and monthly inventories, as well as data entry, scanning and faxing. Provide outstanding customer service and a safe, clean establishment.

Pre-Apprentice

Mendenhall MFG., McClellan, CA

May 2008 - Dec 2009

Pre-Apprentice for union hvac/welding company. Responsible for loading equipment for job sites, ensuring that all tools and supplies needed were accessible. Other duties included: foot brake operation, minor welding and grinding, forklift knowledge, loading with a hoist, measurement and cutting materials, driving company trucks to pick up and drop off supplies.

Education

Diploma

Mesa Verde High School, Citrus Heights

2002 - 2006