

Thomas J DePalma Jr
2101 Market St, Denver, CO 80205
thomasjdepalmajr@gmail.com
(516) 459 8540

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Corporate Management Group
Human Resources Department
Denver, CO

To Recruiter,

I am writing to apply for the job posting on Indeed.com for Dispatcher with great interest. Over my years managing at CVS/pharmacy, I believe I have developed the skills that meet all of the requirements listed for the position. I have the ability to adapt to different environments, the agility to learn new skills, and can work independently as well as collaborative. As I read more about Corporate Management Group, I knew could make a great addition to your team. Having moved to Colorado to attain my Master's degree, I am seeking a job to expand my experience and apply my expanding knowledge. I will be accessible at anytime for your company since my classes are mostly online based. It would be my pleasure for the opportunity to have an interview with you. Please let me know if there is anything else you require for my application. Thank you for your time and consideration.

Sincerely,

Thomas J DePalma Jr

THOMAS JAMES DEPALMA JR

Objective

To pursue my Masters in Professional Studies with a concentration in Human Resources and Development, while expanding upon my business skills with a respectful company, in order to meet my long-term career goals.

Key Achievements

- Over 10 years of working for CVS, I have progressively advanced through 4 promotions.
- I have experienced managing 7 to 60 employees in demanding retail business environments.
- The stores I helped manage are both low and high volume sales, ranging from \$30,000 to \$500,000 weekly.
- With the assistance of just my store's team, we raised \$1.7M in donations for St. Jude's Children's Hospital.

Education

University of Nevada, Las Vegas - AACSB Accredited Graduated - May 2011
Bachelors of Science in Business Administration
Majoring in Human Resources Management

Experience

Shift Supervisor A

CVS/Pharmacy Store # 9912 March 2014-July 2014
32575 Golden Lantern St, Dana Point CA 92629 Manager: Michael Johnston

CVS/Pharmacy Store # 9583 June 2013-March 2014
102 North Main St, Santa Ana, CA 92701 Manager: Ruby Suftes

Shift Supervisor B

CVS/Pharmacy Store # 4784 February 2013- June 2013
3270 S Buffalo Dr. Las Vegas, NV 89147 Manager: Vanessa Velequez

CVS/Pharmacy Store # 3210 August 2010- February 2013
3758 S Las Vegas Blvd. Las Vegas, NV 89109 Manager: Shaun Tanner

Perform all Store Manager duties in absence of Store Manager including but not limited to: Balancing money on hand, Handling Scheduling Issues, Performing Audits, Receiving and Implementing Merchandising Plans, Assign daily tasks for employees, Address customer or employee concerns, Performing Monthly HR Training and Compliance for all employees, Compile invoices for monthly reports and all other tasks that pertains to the daily operations of the retail unit.

Skills

Strong Communication Skills both written and verbal, Pronounced Organization, Focus on Task Prioritization, Intermediate Problem-Solving, Intermediate Time Management, Proficient in Microsoft and Apple Operating Systems and Software, Proficient in all MS Office.