

# MALERIE SILVER

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## Summary

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Assistant Manager seeks position offering opportunities for new professional and personal challenges. Self-starter with a positive, can-do attitude who is driven to learn, improve and succeed.

## Highlights

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- Employee engagement
- Powerful negotiator
- Persuasive
- Accounting and finance background
- Exceptional time management skills
- Adaptable
- Natural leader
- Team building

## Experience

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Assistant Manager Dec 2011 to Current  
Holiday Companies — Apple Valley, MN  
I am responsible for Daily paper work, Pay Roll, Scheduling, ordering, inventory, mark downs and price reductions. I am also responsible for reviewing applications, setting up and conducting interviews, orientations, reviews and processing corrective actions when needed. Most importantly I am responsible to making sure every customer is greeted and is happy with the service they are receiving.

## Education

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High School Diploma 2010  
Kennedy Senior High School — Bloomington, MN, USA  
  
Generals  
Inver Hills Community College — Inver Grove Heights, MN, USA