

Geoffrey Stine

Wheat Ridge, CO 80033

geoffreystine438_rjd@indeedemail.com

+1 720 842 9814

10+ years in the customer service and retail management fields

- Employee scheduling • Sales
- Retail Operations • Transportation coordination
- Retail purchasing • Facilities maintenance
- Team management and hiring • Merchandising planning and
- Scheduling execution

Work Experience

Assistant Manager

Napa Auto Parts

September 2022 to Present

Operations Manager Star Parking Services

March 2021 to November 2021

Store Manager My Goods Market

November 2019 to November 2020

Operations Manager Office Depot

Office Depot

October 2014 to November 2019

Installer/Sales

American Heat/Cool - Denver, CO

May 2013 to October 2014

Education

Accounting Metro State University of Denver

Accounting Community College of Denver

Skills

- Customer service
- Store management
- Administrative experience
- Assistant manager experience

- Accounting
- Procurement
- Maintenance
- Facilities maintenance
- Retail sales
- Team management
- Sales
- Merchandising
- Retail management
- Management
- Planograms
- Bank Reconciliation

Assessments

Customer service — Proficient

August 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

Bookkeeping — Proficient

June 2023

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Sales skills — Proficient

June 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

Scheduling — Proficient

June 2023

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Customer focus & orientation — Proficient

August 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Retail customer service — Proficient

June 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.