

Jeffery Somora

Newport, MN

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Great Assistant Manager with a heavy background in the fast-food service industry offers an outgoing personality and the ability to motivate a team of employees. Understands the importance of following management guidelines and task lists and has the ability to correctly write work schedules. Has multiple years of experience supervising others while completing daily shifts.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Assistant Manager

Subway - Newport, MN - March 2015 to Present

Supervised other staff during shifts worked.

Ensured staff completed all shift tasks.

Interacted with all customers in a friendly manner.

Resolved customer complaints.

Wrote weekly staff schedules for shift.

Ensured all close-down duties were completed including mopping cleaning and disinfection of food preparation surfaces.

Performed money counts with cashiers of drawers and addressed discrepancies.

Cook/Dishwasher/Prep

Tavern 829 - Saint Paul Park, MN - September 2015 to January 2016

Responsibilities

Prep, cooking, dishwashing

Skills Used

Attention to detail

Shift Leader/Cashier

Gulf gas station - Saint Paul, MN - September 2012 to December 2014

Lead by example and ensure the execution of all safety, security, quality and store operations policies, while working in a fast retail environment. Promoted to shift manager position to recruit, train and supervise 6+ cashiers.

Skills in interpersonal communications, teamwork, customer service, flexibility and reliability

Worked shifts alone, demonstrating responsibility and proven confidence of supervisors

Balanced cash drawer at the beginning & end of each shift, Inventory, POS system exp, loss prevention, & company marketing.

Sales Associate/Shift Manager

Holiday Stationstores - West Saint Paul, MN - July 2011 to July 2012

Anticipated customer and store needs by constantly keeping a watchful eye on both the customers and environment for cues.

Maintained a composed character during times of high volume or atypical dealings to keep the store working to the standard and to be a positive role model for the team.

Assisted with new employee training

Carried out store procedures during scheduled shifts. Organized opening and * closing duties as assigned.

Followed operational policies and procedures, including those for cash

Shift Lead

Hardees - Marshall, MN - October 2010 to June 2011

Supervised other staff during shifts worked.

Ensured completeness of all shift tasks.

Interacted with all customers in a friendly manner.

Resolved customer complaints.

Ensured all close-down duties were completed including mopping cleaning and disinfection of food preparation surfaces.

Performed money counts of drawers and addressed discrepancies.

Groundskeeper

Little Six Inc. - Prior Lake, MN - July 2002 to May 2005

Lawn crew lead, assembly, snow removal, etc...

EDUCATION

G.E.D.

High School For Recording Arts - Saint Paul, MN

2003 to 2004

SKILLS

Strong communication, interpersonal, and multi-tasking skills (6 years), Experience in cash handling (6 years), Staff Training (5 years), Leadership Development (6 years)