

Keith M. Kottenstette

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PROFESSIONAL EXPERIENCE

Macy's Department Stores

Aurora, CO United States

District Staffing Planner

Mar 2006 – present

- Responsible for district job approval on PeopleSoft the human resource management system.
- Prepare weekly schedules to ensure accuracy and efficiency for 800 selling and operational associates.
- Provided written and technical assistance to store management concerning selling cost analysis, productivity and budget allocation that increased stores profitability.
- Analyze monthly cosmetic sales trend to ensure proper staffing levels based on sales and selling cost.
- Implement new strategies to improve staffing efficiency and increase profitability.
- Conduct training sessions to teach new company procedures to tenured staff.

Foley's Department Stores

Aurora, CO United States

Group Staffing Manger

Apr 1998 – Mar 2006

- Generated work schedules according to budgets and sales productivity for selling and operational associates in Colorado and Oklahoma.
- Prepared reports summarizing operational results, financial performance and accomplishments of specified objectives, goals, or plans.
- Consulted with store managers and other senior executives to resolve problems in areas such as EBIT, sales productivity and work schedules.
- Analyzed financial activities of departments and provided input into budget planning and preparation processes.

Inventory and Price Control Specialist

Aug 1996 – Apr 1998

- Planned layouts of stockrooms, warehouses, or other storage areas, considering turnover, size, weight, and related factors pertaining to items stored.
- Maintained records pertaining to inventory, personnel, orders, supplies, and merchandise transfers.
- Monitored inventory levels of all hard and soft line merchandise between store and offsite facility.
- Compiled data from records to prepare periodic reports.

EDUCATION

UNIVERSITY OF DENVER

Denver, CO United States

ADDITIONAL SKILLS

- Skilled in Microsoft office (Word, Excel and Powerpoint)
- Oracle PeopleSoft with 6+ years of experience.