CHRIS LEVY
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SUMMARY

Twenty years of customer service experience as a manager and trainer. Experience with managing projects, training new employees and retention of staff.

- Effective Team Leader/ Trainer
- Manager/ Supervisor
- Customer Service

- Project Management
- Inventory and Quality Control
- Employee Retention

EDUCATION

DEVRY UNIVERSITY, Westminster, CO   Graduation: June, 2012
Bachelor of Science, Technical Management, Concentration in Human Resource Management

PROFESSIONAL MEMBERSHIP

Phi Beta Lambda

COURSEWORK AND CERTIFICATIONS

- Data Analysis
- Project Management
- Design/ Marketing
- Motivation, Leadership

- Training
- Finance, Accounting
- Employment Law
- HRIS

PROFESSIONAL EXPERIENCE

Cantina Laredo   Jan 2010 to Current
Cook/ Trainer   Boulder, CO
- Implemented new procedures for lowering food cost from 33% to 26%
- Daily inventory and prepared prep lists
- Trained new employees in skills, knowledge and responsible for retention of staff

Riverside Technologies Inc.   March 2011 to Aug 2011
Lead Administrator (contract position)   Boulder, CO
- Project manager of Lockheed Martin 2011new computer roll out and OS upgrade from XP to Windows 7
- Updated three data bases with current customer information, maintained customer satisfaction
- Managed daily schedules for Techs, helped re-image new systems, maintained computer inventory

Matt's Casbah   Oct 2008 to Dec 2010
Assistant Sous Chef   Melbourne, FL
- Oversaw ordering, inventory, quality control, prep list
- Trained new employees, implemented new procedures and responsible for retention of staff
- Managed all aspects of a fully functioning kitchen

Stockton Turner Mortgage Bankers   April 2004 to May 2008
Assistant Branch Manager/ Loan Officer   Melbourne, FL
- Originated and processed loans from start to finish
- Managed the office including 10 employees, equipment, supplies
- Extensive phone, sales experience for individual customers and businesses