

Shayla Potter

I am a team player, I have a positive and bubbly attitude and I'm fast paced. I am a quick learner and a problem solver, and I am confident that I can fulfil any expectations that come to me. I have management experience at more than 1 place of employment and I believe I can be a great asset to the team, I just need the chance to show you!

502 Gordon st Fort Collins, CO 80521 406-300-8160 shayshay8632@gmail.com

WORK EXPERIENCE

Apollo Retail Specialist — Field Representative

04/2018 to Present, Denver CO

Completing resets and remodels at retail stores such as King Soopers, Office Depot, Walmart, Ace Hardware, and also 7-Eleven, etc..

RMSI — Team Member and also Team Lead part of the time as well.

01/2016 to 03/2018, Fort Collins, CO

I was on the Wave Team, doing resets at mainly Safeway and King Soopers. Completing a reset anywhere from 3 feet up to 36 feet sometimes. Setting according to planogram/schematic and pulling any expired product, separating any deleted items or items not on planogram and labeling as I organized everything upon completing the set. I got promoted to Team Lead and I supervised a team of usually about 8 team members while completing all duties associated with being a Lead, took before and after photos of completed sets and uploaded onto a computer and submitted them, sending duplicate file to the District Manager at the end of the day.

Burger King — 1st assistant manager

01/2014 to 12/2015, Wellington, CO

I supervised a team of 6- 10 people at a time throughout a 10 hour shift. Duties included keeping proper temperature of food and completing daily counts throughout the day. Practicing safe food handling procedures as well as overlooked each employees breaks, lunch breaks, and also figuring out the schedule for the week. I prepared the nightly deposit and closed down the system each night when I had the closing shift.

EDUCATION

Clatskanie Mid-High School — High School Diploma

09/2001 to 06/2005

General