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My Town, AZ 12345
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April Love Manley

Higher Education

BAS: Operational Management
Arizona State University
Ira A. Fulton School of Engineering
Dec 2015

AAS: General Technology
AGS: General Studies
Mohave Community College May 2007

Humble Achievements

- * Dean's list at ASU for Fall 2013 and Spring 2014 semesters
- * Employee of the Month September 2011 and August 2010

Leg Work

Avi Resort and Casino
June 2004 – Present

- * Inventory Control Manager
 - o Control inventory in and out using SWS
- * Buyer
 - o Procurement process using SWS
- * Housekeeping Administrative Assistant
 - o Administrative duties using LMS
- * Various Hotel Front Office Positions
 - o Guest relations utilizing LMS

Super Skills

- * Flexible, able to adapt and travel for weeks at a time.
- * Familiar with InfoGenesis, proficient in LMS and mastery with SWS.
- * 10 years experience in the hospitality industry with 4 of those years in purchasing.
- * Proficient in all MS Office software and familiar with iSeries platform.



Employed at
Avi Resort &
Casino

Completed
Associates
Degrees

Promoted to
Hskp Admin
Asst.

Promoted to
Buyer in
Purchasing

Promoted to
Inventory Ctrl
Manager

Completed
Bachelor
Degree

2004

2005

2006

2007

2008

2009

2010

2011

2014

2015