

# APRIL LOVE MANLEY

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## SKILLS AND PROFICIENCIES

- ❖ 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.

## WORK HISTORY AND ACHIEVEMENTS

### *AVI RESORT AND CASINO, LAUGHLIN, NV 89028*

*JUN 2004 – PRESENT*

#### INVENTORY CONTROL MANAGER – AUG 2014 – CURRENT

- ❖ Realized a self-set goal of reducing physical inventory count time by 30% within 1 month.
- ❖ Was responsible for troubleshooting inventory control, receiving, purchasing, and invoice issues and finding an appropriate resolution to each situation while utilizing and teaching SWS.

#### BUYER – MAR 2010 – AUG 2014

- ❖ Was responsible for researching and obtaining the lowest possible pricing for terry and linen items using direct importing, resulting in a \$30,000 savings for remodeling projects within the hotel.
- ❖ Realized a \$100,000 first year savings over previous year's purchasing total through negotiation and utilization of SWS.

#### HOUSEKEEPING ADMINISTRATIVE ASSISTANT – MAR 2010 – AUG 2014

- ❖ Was responsible for day-to-day business operations for the housekeeping department, including processing all personnel transactions, outlet inventory for two departments, as well as performance review processing for 120 employees.
- ❖ Created training manuals for company wide use and designed and implemented new in-room signage.

#### VARIOUS FRONT OFFICE POSITIONS – JUN 2004 – MAR 2010

- ❖ Was promoted quickly – in order beginning with PBX Operator to Reservations Agent within 6 months to RV Park Guest Service Agent about 4 months after that. Within a year was promoted to Dual Rate Trainer for Hotel Guest Service Agents and other three departments.
- ❖ These positions provided valuable customer service experience and experience with the operation requirements in the hotel/casino industry.

## EDUCATION

### *ARIZONA STATE UNIVERSITY, IRA A. FULTON SCHOOL OF ENGINEERING*

*DEC 2015*

BACHELOR OF APPLIED SCIENCE: OPERATIONS MANAGEMENT

### *MOHAVE COMMUNITY COLLEGE, KINGMAN CAMPUS*

*MAY 2007*

ASSOCIATE OF APPLIED SCIENCE: GENERAL TECHNOLOGY

### *MOHAVE COMMUNITY COLLEGE, KINGMAN CAMPUS*

*MAY 2007*

ASSOCIATE OF GENERAL STUDIES: GENERAL STUDIES

- ❖ Most courses for all degrees were taken online. I maintained above a 3.5 grade point average throughout and completed all of these while maintaining a full-time work schedule as well as a full-time school schedule.