

Vanessa L. Letty

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SKILLS SUMMARY:

- 6 years store management experience
- Bilingual – English/Spanish
- Proficient using cost and inventory reporting systems and Computer Aided Design systems.

EDUCATION

Bachelor of Business Administration, Sul Ross State University, Alpine, TX, 2010

Management Emphasis: GPA in major field of study: 3.75

Bilingual: Fluent in English/Spanish

Related Coursework:

- Managerial Strategy and Policy
- Organizational Decision Making
- Management Information Systems
- Project Management: Team Leader – Export Development Study

CAREER RELATED EXPERIENCE

Planner, **Red Cross Store for Space**, Alpine, TX, 2007- present

- Work with customers to plan, allocate space and design home and home office organization using computer aided design (CAD) technology.
- Part-time floor manager, responsible for assisting other employees with training, planning and troubleshooting problem designs. Implemented a training program for new planning employees, resulting in 15% sales increase in home office organization systems in 2009.

Pizza Hut, Inc., Midland, TX

Manager, 2004-2007

- Responsible for team development, profit, sales and cost control management of store. Store profits improved 25% from 2005 to 2007.
- Managed store operations, including employee training and scheduling, corporate profitability and cost reporting, and inventory management.

Cashier, 2002-2004

- Managed cash register operations, handled customer requests, phone and take-out orders and customer table assignments.

PROFESSIONAL AND VOLUNTEER ACTIVITIES

- Association of Management Training, Student Member
- Peer Tutor in Micro and Macro Economics
- Volunteer Leader for Junior Achievement, Alpine Chapter, 2008 to present

TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Photo Shop, Gerber CAD Systems