

Summary

Experienced Manager highly motivated who accepts responsibility for all phases of management. Results driven and energetic. Fosters teamwork and diversity. Consistently meet commitments to business and to others. Commitment to achieve key performance goals and drive for continuous improvement. Encourages excellence in others through being a positive influence in the development of others. Customer focus, meets expectations, internally & externally, forms partnerships. Strong communication skills providing timely and concise information to others. Demonstrates the ability to identify and develop high talent people. Takes action based by applying intuition, experience and judgment to the data available. Multitasking, initiative and creative problem-solving. I have increased the organization's revenues, decrease its costs and help it succeed.

Work Experience

2003-2008 Sunoco Inc./Mascot Petroleum Co. Jackson, NJ

Manager #7188

Maintains responsibility for safe and profitable management of a million dollar 24/7 fuel and retail outlet facility. Which requires Management, Payroll, Bookkeeping, Security, Merchandising, Safety and Human Resource skills. Implemented plans in merchandising to increase store sales and put controls in to meet company audits of 1.5% in a limited time. Conscientious of OSHA standards and policies.

1990-2003 Texaco Corp./Star Staff Inc. Brick, NJ

Manager #3554

Maintains responsibility for safe and profitable management of a million dollar 24/7 fuel and retail outlet facility. Which requires Management, Payroll, Bookkeeping, Security, Merchandising, Safety and Human Resource skills. Implemented plans in merchandising to increase store sales and put controls in to meet company audits of 1.5% in a limited time. Conscientious of OSHA standards and policies.

Tanon Manufacturing, Inc. West Long Branch, NJ

Document Control Manager

Provide document services for the entire company. Control and direct all printing and publishing activities. Direct and design all graphic promotional material internal and external. Manage Graphic Art Dept., Photo Dept., Documentation Dept., Copy & Bindery Dept. and Trade Show Staging Dept. Establish and maintain company and customers internal documentation files, ensuring they are legible and accurate. Coordinate with all departments in providing any new document control procedures and services. Implement all ISO-9002 (International Standards of Operations) procedures into company standards and have up to date files for ISO audits. Complete understanding of photographic techniques and the printing process that includes pre-press functions and post-press operations.

Education:

- High School
- Trade School (two years) Certification in Drafting & Design
- On/Off Site Management Seminars and Classes
- Completion of all training modules for Texaco and Sunoco which include Financial Management, First Call, H.R, Policy & Procedures, Coaching, Inventory Control, Environmental, Personnel Selection, Credit Card Fraud Prevention, Banking, Motivation Training, Merchandising and PDI
- Retail and Fuel facility business
- Contract Manufacturing environment
- All phases of Publications, Graphic Design, Photo and Printing processes

Certifications/Skills:

Highly Proficient in Microsoft Office
Microsoft Windows XP & Windows 7
Microsoft Outlook
Desktop Publishing, Graphics and Scanning Applications
Safety and First Aid Certification

Major Accomplishments:

- Turn around Sunoco 7188 from being in deteriorating state in sales/audits. To \$80,000 Store and 250,000 gal. Gas per month.
- Turn around Texaco 3554 from being in deteriorating conditions. To becoming the Number One Volume Site in New Jersey.
- ISO Certification for Tanon Manufacturing.
- Employee of the Month for ISO implementation in a six month time frame for Tanon
- Implementation of On-Demand Copier/Printer/Scanner technology to become a paper-less environment control Company.

References furnished upon request.