

TIMOTHY N. TRACY JR.

3905 Bowen Drive
Hephzibah, GA 30815
(706) 231-4022

E-mail: Ttracy@pioneersineducation.org

OBJECTIVE

To obtain a challenging position that will allow for growth and advancement, with the opportunity to utilize my education, experience and employment skills.

SUMMARY OF QUALIFICATIONS

Over 7 years experience in the management and supervision of personnel, equipment, store policies and procedures. Strong background in the operations and maintenance of day to day operations of a drug store and super market. Skilled in the opening and closing of a store, issuing of money and closing of cash registers tills. Serves as an assistant manager to include shift scheduling, supervised the quality control of store deliveries, conduct inventories, submitted report and briefed senior managers. Knowledgeable in a variety of programs such as Windows 2000 and Microsoft Office.

WORK EXPERIENCE

Assistant Manager, Eckerd Drug Store 2000 – Present

- Serve as the assistant store manager of Eckerd Drug Store, Tobacco Road Branch.
- Supervise employees in three departments – Customer Service, Photo Lab and Pharmacy.
- Opens store to include the operating of the stores alarm system, issuing of cash register tills, assigning duties and detail, maintaining of daily log book and initial testing of security system.
- Counts and balance cash drawers at closing, secures all money in safe for next day opening, makes daily deposits to bank,, submits earning and balancing statement to region office.
- Assisted customers with sales, purchases, resolves issues and concerns, and makes decisions on returns.
- Trains and grooms new employees to be successful in the customer service arena.
- Responsible for entire inventory of store to include stocking of shelves, backup supplies, deliveries, accountability and marking sales items.

Pioneers In Education Internship, Washington D.C. 06/4/07-06/14/07

- Selected to participate in the P.S.L.A (Professional Student Leadership Academy) intern program
- Attended the Communications/Communication Etiquette Seminar
- Attended the Dress for Success Seminar
- Attended the Media Marketing Strategies Seminar
- Attended the Ethics in the Workforce Seminar
- Attended the Interviewing Skills/Resume Writing Seminar
- Participated in other seminars and various activities geared to providing leadership and workforce readiness skills

Walt Disney World Intern, Orlando FL 08/06 – 01/07

- Selected as a pilot participant for the newest educational offering at Walt Disney World Resort, entitled *Diversity and Inclusion*.
- Cross-trained in the areas of Quick-Service Outdoor Foods and Merchandise.
- Operated point-of-sales system (cash register), filled food and beverage orders, handled large sums of money, worked indoors and outdoor carts, responsible for dispensing and selling alcohol.
- Worked in large high volume areas and worked solely operating indoor and outdoor carts.

Omni Health & Fitness (Certified Personal Trainer), Augusta GA
02/04 – 06/04

- Created exercise program for clients.
- Guided clients through physical workouts.
- Created meal plans for clients.

EDUCATION

- Associates Degree in Business Marketing
- Augusta Technical University Augusta, Georgia 08/03 – 06/07
- Augusta State University Augusta, Georgia 08/02 – 06/03