**GENERAL MANAGER RESUME**

Kathryne Lemke

234 Hamill Valleys Phoenix AZ

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**Experience**

**MOHR, BECHTELAR AND BLICK** **Houston, TX**

* Provide daily support to General Manager, which includes but is not limited to
* Develop venue templates for PowerPoint presentations, proposals, etc., in order to create distinct look for all outgoing venue correspondence
* Develop office systems, including venue accounting, on-boarding process for new employees, lost & found, charity donations, phone tree, IT-related systems
* Field general inquiries and re-direct to the General Manager
* Provide support to Finance team by submitting final finance reports for shows, creating all show files and submitting venue invoices
* Assist with comprehensive venue internship program
* Assist with venue projects when necessary

**DOUGLAS, CASPER AND CORKERY Boston, MA**

* Manages Grow Perform Succeed (GPS) and effectively develop management team through performance development process
* Provide strategic direction to managers related to the identification and support of under-performing salons to ensure improvement plans are created and used
* Providing leadership by making hiring and pay decisions, developing performance plans, directing work, coaching staff and evaluating performance
* Provides strategic direction to managers related to the identification and support of under-performing salons to ensure improvement plans are created and used
* Demonstrate effective management, leadership, coaching and development of the Property Manager, Assistant Property Manager, and Tenant Services Administrator
* Providing coaching, training and development of Assistant Managers, Shift Leaders and Crew members
* Work closely with the Operations Manager and the Management team to ensure the highest operation standards and product development

**BAYER INC Dallas, TX**

Present

* General responsibility: costing/pricing of menus, development of new items, analysis of product and sales, inventory, ordering, payroll, closing duties, safe counts/maintenance, working with Maintenance dept. on projects and priorities, close work with other departments and within outlet. Floor Supervision during peak times, coordination with other departments (Lift Maintenance, Operations, mountain Operations, ticket sales, conference services, etc.) to ensure a smooth operation
* Assist CAS in the development of written policies and procedures for tenant rent collections and extension of credit terms to tenants within client parameters. Participates in second level collection discussions and writes default letters consistent with obligations and rights within the Lease. Reviews account aging reports to ascertain status of collections and balances outstanding and to evaluate effectiveness of current collection policies and procedures. With approval from the client, submits tenant accounts to attorney or agency for collection. Assists with eviction of tenants in compliance with court order and directions from specified attorney and client
* Meet regularly with local government officials (County Executive, Mayor, City Manager, Police Chief, Fire Official, Economic Development, Planning/Zoning Dept., and Emergency Management)
* Serosae Manager Certification
* Develop key relationships with local officials and organizational heads to create a consistent resource of new, timely local market information
* Manage capital projects and oversee tenant construction
* Develops, gains consensus for, and implements the Management Plan for assigned assets

**Education**

Bachelor’s Degree in Business Administration

University of Arizona

**Skills**

* MBA or additional directly related educational experience; including a strong track record of ongoing professional development or industry leadership
* Working knowledge and technical proficiency with warehouse management systems (i.e., Manhattan, High Jump) and legacy platforms; experience leading WMS updates or conversions is highly desired
* Strong analytical, problem-solving and project management skills
* Ability to analyze data to drive results
* Strong computer skills
* Strong written, verbal and presentation skills
* Ability to interact cooperatively and work as a team towards a common goal
* Excellent time management skills
* Demonstrated proficiency in advanced MS Office (Word, Excel, PowerPoint) skills
* Comprehensive knowledge from operations, processes and business implications