

# **Gennie Bae Business**

Boca Raton, FL

(561) 297-3578 [Genr2011@fau.edu](mailto:Genr2011@fau.edu)

## **Education**

Florida Atlantic University  
Bachelor of General Studies in Business  
GPA: 3.4

Boca Raton, FL  
May 20XX

## **Certificates**

International Business  
Hospitality and Tourism Management  
Meeting and Event Planning

May 20XX  
May 20XX  
November 20XX

## **Experience**

*Store Assistant Manager*  
Best Buy

March 20XX – July 20XX  
Travel City, NY

- Provided personalized service and exceptional level of expertise for the customers
- Assisted General Manager to ensure staff consistently provides excellent customer service and inform customers about special promotions
- Supervised the work of Sales Consultants and Sales Leads including planning, organizing, and delegating tasks to and following up to ensure proper completion in the General Manager's absence
- Protected company assets through effective inventory control and loss prevention practices

*Assistant Manager*  
Chipotle

August 20XX – February 20XX  
Sunnyville, FL

- Developed schedules that met the needs of the business so that a great customer experience was
- delivered while also maintaining financial responsibility
- Ensured that safety and security standards were emphasized and adhered to, and that employees are trained in appropriate responses to unsafe situations
- Participated in personnel decisions regarding the restaurant team, including transfers and terminations

## **Memberships**

Alpha Kappa Psi, Florida Atlantic University

March 20XX – Current

## **Skills**

Microsoft Office, Waterfall, fluent in German and Spanish



### **FAU CAREER CENTER**

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