

Casey Grinds

P.O. Box 2186
Oceanview, NC

caseygrinds@gmail.com
252-555-4321

EMPLOYMENT OBJECTIVE: To obtain the position of Assistant Manager (Job Number 91-R3531) at Grocery Zone, as advertised in the employment section of the Grocery Zone website.

EDUCATION

- Coastal Community College, A.S., Business Administration 1991
- Roberts High School, Oceanview, North Carolina 1985-1989

SKILLS

- Proficient in Spanish
- Current certification in CPR
- Powered Pallet Jack Operator Certification

WORK EXPERIENCE

- **Night Manager**, Grocery Zone, Oceanview, North Carolina November 1990-Present
 - Oversee deliveries
 - Prepare store for daytime hours
 - Supervise staff
- **Office Assistant**, Grocery Zone, Oceanview, North Carolina May 1989-November 1990
 - Worked to develop strategies to cut costs and improve efficiency
 - Monitored Front-End security and Guest Services
 - Managed budgeting/purchasing of grocery bags
- **Cashier**, Grocery Zone, Oceanview, North Carolina July 1988-May 1989
 - Operated registers and handled transactions
 - Followed procedures for various payment types
 - Kept register area clean and well-stocked
- **Stocker**, Grocery Zone, Oceanview, North Carolina March 1987-July 1988
 - Maintained an adequate supply of products throughout store
 - Corrected unsafe and/or unsanitary conditions
 - Unloaded delivery trucks and stacked pallets
- **Bagger**, Grocery Zone, Oceanview, North Carolina January 1985-March 1987
 - Supplied bagging area
 - Utilized proper bagging techniques
 - Cleaned spills and removed other hazards

VOLUNTEER WORK

- **St. Lawrence Soup Kitchen**, Oceanview, North Carolina 1988-Present
 - Manage, organize, and distribute donations
 - Assist with meal preparation
 - Maintain kitchen cleanliness