

WALDO G. WILDCAT

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Ogden, Utah 84408

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Objective:

A retail management position with XYZ Corporation that allows me to utilize my Bachelor's Degree in Business Administration and over 4 years of related work experience.

Education:

Weber State University – Ogden, Utah

Bachelor of Science Degree – December 2013

Major: Business Administration

AACSB Accredited

Cum. GPA: 3.52; Major GPA: 3.67; Major Course GPA: 3.84

Educational Highlights:

- Current Captain, Weber State Golf Team; Member since 2010
- Member, Golden Key Scholastic Honorary Society
- Dean's Honor Roll – 8 semesters
- Active member of SHRM Student Chapter (Society for Human Resource Management)
- Recipient, Bank of Utah Scholarship
- Earned 100% of college expenses

Internship: Wal-Mart Stores Field Intern – Layton, Utah

6/2013 to 8/2013

- Completed job shadowing assignments in five cross-functional areas; front-end operations, sales floor merchandising, human resources, inventory control, and accounting/back offices
- Identified gaps in current operational processes and procedures in cross functional areas and proposed plan to implement solutions with quantifiable metrics
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- Communicated plan status and updates to store management team of 6
- Presented project summary and success report to the marketing team at the close of the internship

Experience:

Men's Clothing Department Manager; Big Name Store – Ogden, Utah

2009 to Present

- Trained and motivated 8 employees to increase retention from 70% to 92% in an 11-month period
- Tracked daily sales, cash loss, refunds, and inventory using Excel and other spreadsheets
- Increased sales and profit margin from 29.5% to 33.9% for 11-month period
- Improved cash loss from .07% to .04% in 11-month period
- Reduced inventory from 37% to 22%
- Increased customer traffic from 5.2% to 5.8% through promotional events
- Manage employee information, evaluation, promotion, time entry using Oracle e-business suite
- Currently lead and direct a team of 10 employees

Skills:

- Microsoft Office including advanced knowledge of MS Excel, Word, Outlook, and PowerPoint
- Demonstrated management, interpersonal, and competitive skills; team player
- Time management and organizational skills shown by working, competing in sports, and maintaining high GPA
- Adept at employee recruiting, development, training, delegation and retention
- Willing to relocate

Volunteer Work:

- Spent two years of voluntary service in Mexico. Taught new and unique information to local residents. Gained a deep appreciation for people of different cultures and ethnicities
- Fluent in Spanish
- Volunteer with annual food drive for the Utah Food Bank
- Volunteer for Utah Special Olympics and reading program for inner city youth

References:

Available from the Goddard School Career Center at Weber State University; 3801 University Circle; Ogden, Utah 84408-3801; (801) 626-6749

