

Sarah Caltagirone

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Willing to relocate: Anywhere

Work Experience

Store Manager

CrossAmerica Partners - Retail | Morristown, TN

June 2022 to Present

- Oversaw all aspects of store operations, including sales, customer service, inventory management, and staff supervision
- Implemented effective strategies to drive sales growth and achieve revenue targets on a consistent basis
- Ensured compliance with company policies, procedures, and safety regulations at all times
- Led regular team meetings to communicate goals, provide updates on performance metrics, and foster a positive work environment
- Developed employee schedules based on business needs while effectively managing labor costs within budget constraints
- Conducted regular store audits to assess visual merchandising standards and make necessary adjustments for optimal presentation
- Utilized POS systems to track sales data, monitor inventory levels, analyze trends, and generate reports for informed decision-making
- Developed and maintained strong relationships with key customers, addressing their needs and ensuring high levels of satisfaction

Food Service Manager

Cliff's Local Market | DeWitt, NY

March 2020 to Present

- Make employee schedules
- Make sure food was up to regulation
- Placing product orders
- Hiring and termination of employees
- Train/guide employees
- Food prep
- Customer service

Assistant Manager

Zaxby's | Jefferson City, TN

July 2020 to December 2020

- Supervised team members
- Managed opening and closing restaurant
- Managed nightly cash and register totals
- Acted as customer service representative

Food Service Supervisor

Cliff's Local Market | Syracuse, NY

May 2018 to March 2020

- Food prep
- Serve customers at order line
- Making employee schedules
- Product orders
- Maintaining temperature regulations

Food Service Worker

Nice & Easy Grocery Shoppe | Syracuse, NY

September 2017 to May 2018

- Food prep
- Customer service
- Temperature control

Accounts Payable Clerk

Tile and Carpet Town | DeWitt, NY

September 2012 to September 2015

- Managed payments to vendors
- Payroll for employees
- Answering phones
- Record keeping
- Cash transactions for customers

Security Guard

Allied Barton Services | DeWitt, NY

June 2010 to March 2013

- Patrol mall
- Secure doors at close
- Patrol parking lot
- Defuse hostile situations
- Write/file incident reports
- Ensure safety of guests

Education

criminal justice (Associate)

Bryant & Stratton College-Syracuse | Syracuse, NY

September 2009 to June 2012

Skills

Supervising Experience **Secretarial** **Food Preparation** **Management** **Food Service Management**
Security **Food Safety** **Communication skills** **Store Management Experience** **Food Service** **Food**
Production **Leadership**

Certifications and Licenses

Driver's License

ServSafe

December 2018 to December 2023