

Stephanie Sanford

Winston-Salem, NC 27104 | +1 567 215 1253 | ptsteph2015@hotmail.com

Professional Summary

Experienced Manager of 15+ Years.

Currently studying as a Mortgage Loan Originator.

Work Experience

Manager/Operations Supervisor

Salon Magnolia | Winston-Salem, NC

November 2017 to Present

Trained new employees in job requirements.

Increased operational efficiency by developing improved filing systems for confidential client records and reports.

Raised performance in areas of sales, management and operations by identifying and targeting areas in need of improvement.

Recorded inventory sales into organization's weekly income report.

Reviewed performance data to monitor and measure productivity, goal progress and activity levels.

Assessed financial statements and reports to evaluate performance, develop targeted improvements and implement changes.

Interviewed and hired strong candidates for team openings, using newspapers, job boards and social media to find applicants.

Conducted monthly inventories of raw materials and components on work floor.

Manager

Regis Corporation | Toledo, OH

January 2014 to September 2017

Coached and trained employees to optimize performance and meet business demands.

Maximized business efficiency by completing thorough management tasks such as overseeing new hires, organizing inventory and collecting marketing data.

Grew customer numbers and boosted loyalty with proper engagement and marketing strategies.

Boosted team member productivity by enhancing performance monitoring and instituting motivational

Knowledge of supervisory concepts

Issue resolution

Schedule and calendar management

High Point, NC 27265 (567) 215-1253 ptsteph2015@hotmail.com

- (567) 215-1253 ptsteph2015@hotmail.com
- ptsteph2015@hotmail.com

Skills:

Verbal and written communication

Relationship Building

Product and service knowledge

approaches.

Trained and guided team members to maintain high productivity and performance metrics.

Applied strong leadership skills and problem-solving skills to maintain team efficiency and organize workflow to meet daily demand.

Manager

GC Salon | Toledo, OH

February 2011 to January 2014

Set and optimized schedules to meet coverage needs and effectively aligned employees strengths with Customer/Salon needs.

Achieved sales goals by upselling products/services.

Coached and trained employees to optimize performance.

Worked to continuously increase business through effective sales, service and marketing strategies.

Achieved or exceeded financial goals on regular basis by controlling expenses, optimizing schedules and regulating inventory usage.

Reconciled daily sales transactions to balance and log day-to-day revenue.

Recruited and developed employees.

Developed and implemented productivity initiatives, in addition to coordinating itinerary and scheduling appointments.

Education:

Some College (No Degree): Kinesiology

Education

Mortgage Loan Originator (Realestateu Online Course)

Kinesiology (2 years of)

University Of Toledo | Toledo, OH

2008 to 2010

High School Diploma

Toledo Academy of Beauty Culture | Toledo, OH

June 2005

Skills

Interviewing Entrepreneurship Teamwork Calendar Management Administrative Experience
Leadership Communication skills Recruiting Customer service Operations management
Schedule management Employee Evaluation Serving clients Upselling

Additional Information

Authorized to work in the US for any employer