

RICHARD H. DAY

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SUMMARY OF QUALIFICATIONS:

- 20+ years of leadership experience
- Conscientious individual who is highly organized, dedicated, and committed to professionalism
- Highly motivated self-starter who takes initiative with minimal supervision
- Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high-performance standards
- Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks
- Resourceful team player who excels at building trusting relationships with clients and colleagues

SUMMARY OF SKILLS:

- Proficient in Microsoft Office Suite
- Operations & Logistics
- Excellent Customer service experience
- Inventory and Management experience
- Strong multi-tasking and problem-solving abilities
- Capable of operation of multiline telephone system and other office equipment
- Excellent verbal and written communication skills and relationship-building skills.
- Accounts Payable

PROFESIONAL EMPLOYMENT EXPERIENCE:

Internship

HOA Community Solutions, Gig Harbor, WA

2019 - Present

- Accounts Payable
- Utilized VMS Software
- Learned Home Owners Association Policies and Standard Procedures
- General Office Procedures
- Internal File maintenance
- Data entry

Cleaning Division Manager

Rainbow International, Tacoma, WA

2014 - 2015

- Hired, trained, and supervised the staff of the cleaning division
- Managed client accounts
- Implemented the logistics and coordinated the setup of a new warehouse
- Provided exceptional customer service
- Maintained the warehouse, vehicles, and equipment
- Ordered all supplies and controlled inventory
- Provided water and fire restoration services
- Provided front office support
- Scheduled appointments

Lead Technician

Rainbow International, Tacoma, WA

1995 - 2014

- Trained all technicians in the cleaning division
- Provided exceptional customer service
- Managed client accounts
- Provided superior customer service to 50+ accounts
- Worked as a fire and water restoration technician
- Implemented safety procedures for all vehicles
- Maintained Inventory

Property Manager

Professional Property Management, Tacoma, WA

2001 - 2006

- Collected rents
- Showed units to prospective clients
- Performed all maintenance to units
- Maintained all landscaping

Grocery Manager

Lively Market Grocery & Deli, Tacoma, WA

1991 - 1995

- Hired, trained, and supervised the staff of the Grocery division
- Worked and maintained the Meat department
- Counted all tills, ran sales reports, completed daily bank deposits
- Ordered and supplies and groceries
- Controlled store inventory

PROFESSIONAL TRAINING ACCOMPLISHMENTS AND EDUCATION:

Associates of Arts Degree, Business

Tacoma Community College, Tacoma, WA

Diploma in Grocery Management

Clover Park Technical College, Tacoma, WA

Certifications:

- Business Management Certificate
- Accounting Office Associate Certificate
- Global Transportation & Secure Logistics Certificate
- Customer Service
- Marketing
- Grocery Checker