

# David T. Jones

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## PROFILE

To obtain a position as (TITLE) [I'll explain how/when to use this]

**EXPERIENCE:** Versatile professional who has filled functions in human resources, training, and management.

**COMMUNICATION:** Outgoing presenter with strong verbal/written skills who conveys ideas to individuals and groups with different levels of education and technical understanding.

## QUALIFICATIONS

- Employee Development
- Performance Review
- Recruiting
- Succession Planning
- Employee Retention
- Remote-Learning

## EXPERIENCE

**TARGET** Chicago, Illinois 2010-Present

### STORE MANAGER (2016-Present)

**Human Resources & Training:** Interview and hire new staff at retail stores with as many as 55 employees. Recruit staff at job fairs and related events. Train employees in company policies, job skills, and the use of technology, including iPads. Assign remote-learning courses, and follow up to see that they have been completed. Develop and execute succession plans to develop talent. Conduct performance reviews and recommend salary increases. Write and administer performance improvement plans (PIP). Resolve issues related to personnel, scheduling, and payroll. Ensure that HR files are complete and up-to-date. Coordinate HR audits. Follow compliance guidelines and labor law.

- Developed and promoted 9 employees over the last two years.
- Created a program to prepare employees for promotion to managerial positions. Promoted 4 employees through this program in first 2 years.
- Achieved high retention rates (85% for managers, 90% for associates).
- Led training and work groups at corporate meetings.

**Management:** Oversee operations of stores with as much as \$12 million in annual revenue. Plan activities and establish systems that give employees a clear sense of responsibilities. Communicate in a way that provides constant feedback and coaching. Review and analyze business reports and metrics.

- Twice recognized as a leading store manager: #2 in the company (2017) and #24 (2019).
- Increased sales from \$5 million to \$6.5 million
- Consistently met goals for controlling payroll budget.
- Chosen as a test store for using iPads for POS systems and inventory control.

### ASSISTANT MANAGER (2013-2016)

Supported the store manager in all aspects of operation. Interviewed, hired, and trained new employees. Managed schedules to control costs.

- Recognized skill in using a new scheduling system to analyze sales conversion and its relation to customer traffic and labor costs.
- Completed training in how to interview and evaluate prospective employees.

## EDUCATION

**DePAUL UNIVERSITY** Chicago, Illinois 2013  
**BA, Mathematics**

## TECHNICAL SKILLS

**MS Office:** Excel, PowerPoint, Word; **HRIS:** Target proprietary system

## LANGUAGE

Spanish (fluent)