

Travis Stanley

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Skills

Organizing, talent acquisition, team management, volunteer management, customer service, time-management, problem-solving, POS systems

Experience

Data Entry Clerk

January 2023-Current
OMI, Remote

- Perform accurate and timely data entry of various types of information into survey databases, spreadsheets, and CRM systems.
- Verify and validate data for accuracy and completeness, ensuring consistency and compliance with established guidelines.
- Conduct regular data quality checks to identify and rectify errors, maintaining data integrity and improving overall accuracy.
- Collaborate with team members to resolve data-related queries, provide status updates, and ensure effective information flow.
- Maintain strict confidentiality and handle sensitive information with utmost professionalism and discretion.
- Prioritize and manage workload effectively to meet tight deadlines and deliver high-quality results.

Traveling Store Manager

July 2020 -May 2023
GPM Investments, Kingsport, TN

- Managed daily operations at a busy convenience store, including inventory control, customer service, staff supervision, and data entry
- Implemented loss prevention measures and ensured compliance with all safety regulations
- Conducted sales forecasting and implemented strategies to achieve revenue goals
- Managed inventory and ordering processes to minimize waste and maximize profits, resulting in a nearly 20% increase in profit
- Resolved customer complaints and ensured a positive shopping experience

Assistant Manager

July 2018 - July 2020
Pizza Hut, Castlewood, VA

- Managed daily operations at a fast-paced pizzeria, including food preparation, customer service, and staff supervision
- Implemented and maintained high standards of food quality, customer satisfaction, and cleanliness
- Trained and mentored a team of 15 employees, resulting in increased efficiency and improved performance
- Conducted inventory management and ensured efficient use of resources
- Handled customer complaints and resolved issues to maintain a positive image for the restaurant • Daily data entry to ensure proper bookkeeping

Education

August 2018-May 2020

University of Virginia's College at Wise, Bachelor of Arts

Major in Political Science, Minor in Philosophy

- **Cumulative GPA:** 3.5/4.0
- **Honors and Awards:** Dean's List, member of Honors Program
- **Volunteering:** Volunteer field organizer, PAWS of SWVA