

# Jennifer Staples, MBA

Las Vegas, NV

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702.286.7898

Experience managing store and leading employee personnel for business success. Hires, trains, and coach employees for personal and professional development while also preparing reports, and maintaining budgets. Excels in customer rapport, handling business operations, payroll, and professional development.

## Work Experience

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### **General Manager**

Kidville, LLC - Las Vegas, NV

October 2017 to June 2018

- Increases management's effectiveness by recruiting, orienting, training, coaching, and developing. Implemented objectives; assigning accountabilities; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.
- Maintains quality service by establishing and enforcing organization standards.

### **Assistant Director**

Children's Learning Adventure - Henderson, NV

June 2016 to October 2017

- Assisted in the enrollment and growth of the school through marketing and sale development.
- Managed projects, honing analytical techniques and reporting / statistical analysis skills.
- Supervised and evaluated teachers for personal and educational development.

### **Guest Teacher**

Clark County School District - Las Vegas, NV

August 2014 to August 2017

- Provided classroom management and identified different student learning styles.
- Demonstrated strong communication skills with students, faculty, and staff.
- Followed and taught lesson plans assigned by teacher in Kindergarten through 12th grade.

### **Assistant Manager**

Coach Incorporated - Las Vegas, NV

January 2008 to February 2013

- Provided customer satisfaction; built strong rapport with customers.
- Proactively resolve customer service matters.
- Managed payroll and led a team of 12 employees.

## Education

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### **MBA in Business Administration**

Concordia University-Portland - Las Vegas, NV  
June 2017

**BSB/A in Business Administration**

University of Phoenix-Online Campus - Las Vegas, NV  
June 2014

**AA in Hospitality Management**

College of Southern Nevada - Las Vegas, NV  
May 2009

**Master's**

Skills

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Microsoft Office, Customer Service, Retail Management, Sales, P&L

Links

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<http://www.linkedin.com/in/jennifer-staples->

Awards

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**ASCSN Student Government Scholar**

May 2008

CSN Student Government West Charleston Senator

**Delta Mu Delta, Business Honor Society**

June 2014

UOPx, Business Honor graduate