

# STACEY MEGGIE

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## EDUCATION

### Central Connecticut State University

Bachelor of Science in accounting

Graduated May 2019

### Manchester Community College

Associate Degree in Accounting and Business Administration

GPA: 3.45 overall

Graduated May 2017

## PROFESSIONAL PROFILE

### Golden Krust Caribbean Bakery & Grill Restaurant • Hartford, CT

June 2017-Present

Restaurant Manager

- Manage and Oversee store operations, while adhering to company's policies and procedures
- Supervise 14 Employees in three departments
- Perform inventory management to ensure adequate supplies and place orders accordingly
- Hire and train new employees as well as conduct quarterly performance evaluations
- Maintain and achieve monthly store goals established by Corporate office or Regional Director
- Oversee compliance with cash management including, petty cash, daily sales receipts and cash in vaults
- Review and adjust time sheets and resulting payroll
- Report to Director Weekly on store issues, goals, accomplishments and other updates
- Oversee community service relations and sponsorships from this Hartford Branch and plan all events

### Juici Patties Ltd • Jamaica, West Indies

February 1998 – September 2015

Branch Manager

- Managed and Oversaw all aspects of the stores as Branch Manager
- Managed one of the largest patty chains in Jamaica, West Indies while upholding high standards
- Maintained and managed inventory/stock and made note and/or reports of any discrepancies
- Hired, Trained and Supervise a variety of employees for various positions
- Controlled all labor and overtime costs, ensuring time cards were inputted correctly
- Conducted performance evaluations of all employees and offered coaching on areas of improvement
- Released employees who failed to commit to the company's policies and procedures
- Collaborated with other managers and/or supervisors on new initiatives
- Manage the daily cash sales, deposits, and made payments to vendors

## SKILLS

- Proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Managerial, Communication, and Organizational Skills
- *Software Proficiency:* BaseCamp, QuickBooks, Google Drive

## Activities and Certifications

- VITA (Volunteer Income Tax Assistant) Basic Certification/Advanced
- Certificate in Leadership Training as well as Customer Service Training

2019 Tax Year  
2018