

Craig M. Beckesh, BSBA

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SUMMARY

Extensive, diversified management and customer service experience in the food service industry and administrative field. Exemplary organizational and problem solving skills; maintained an excellent supervisory record. Developed interpersonal and communication skills with customers and employees. I am a motivated individual with an excellent work ethic and the ability to work alone or as a member of a team. Skills include:

- Microsoft Office Word, Excel, Access, PowerPoint, Outlook, Publisher
- Food Safety
- Management Training
- CDL License

PROFESSIONAL EXPERIENCE

Arby's, Absecon, New Jersey

General Manager

2009-2010

- Managed open to close daily operations / bank deposits
- Increased sales volume to \$7000 per week in the winter, and \$14000 per week in the summer.
- Maintained daily, weekly and monthly Inventory which maximized loss prevention.
- Developed and promoted crew members to employees with-in to production leader as well as breakfast manager and assistant managers.
- Trained new hires on standard company policies. Successfully cross-trained new hires in various positions for purpose of flexibility and efficient coverage of positions during shifts.
- Monitored & tracked: Waste levels using established procedures and monitoring crew position.
- Handled all store operations including inventory, sales and to process payroll on a daily basis. Placed orders for items kept in stock for sales purpose and for special orders when new promotions were to be aired. Maintained daily feedback to management and crew from owners.

Bellco Glass Inc., Vineland, New Jersey

International Sales & Marketing Manager / Special Assistant to the President

2008-2008

- Handled all Customer Service Calls in regards to new order, quotes, error or any other concerns.
- Processed all Orders and Quotes effectively from point of placement to point of shipment.
- Scheduled all ISO meetings and any other meeting that were required on a daily basis.
- Worked daily with Freight Forwarders and scheduled shipments.
- Maintain accurate records of Quotes, Orders and Shipments.
- Worked with other personnel and ensured daily operations were followed as directed.
- Monitored and tracked daily operations and informed president of all matters.
- Assisted the President of any other functions that needed to be done.
- Schedule and interview employee's for other departments.

Burger King, Atlantic /Cape May County, New Jersey

General Manager

2004-2008

- Accomplished Open to Close Daily Operations and completed Bank Deposits.
- Volume Winter 22000.00 per weeks Summer 40000.00 + (Third highest store in the company).
- Maintained Daily, Weekly and Monthly Inventory for purpose of loss prevention.
- Crew Development - promoted employees within to production leader, breakfast manager, and assistant managers.
- Trained new hires on standard company policies. Successfully cross-trained new hires in various positions for purpose of flexibility and efficient coverage of positions during shifts.
- Monitored & tracked: Waste levels using established procedures and monitoring crew position.

- Handled all store operations including inventory, sales and to process payroll on a daily basis. Placed orders for items kept in stock for sales purpose and for special orders when new promotions were to be aired. Maintained Daily feedback to management and crew from upper management.

EDUCATION

DeVry University

June 2015

Bachelor of Science in Business Administration

Concentration in Human Resources

Performance Training Inc. Toms River NJ

Certificate Microsoft Office

Cumberland County Vo-Tech

Commercial Driver's license Class B

WORK RELATED TRAINING

Food Safety Course: Department of International Food Safety Council

Assistant Manager's Course: Wendy's International, Inc. April. 1998.

North Region Training Department, Farmingdale, Long Island

1. Basic Course for Assistant Manager's In Training:
2. Wendy's International, Inc, Northeast Region Training Department, Wayne PA 1997
3. Basic Course Exam Score: 96% (Operations Test Score: 100%)

Basic Training Course for Assistant Managers Roy Rogers Marriott Corporation Training Center, Trevoze, P A Operations Test Score: 100%

Burger King Basic Managers Training General Managers Test Score 98%

OER Inspection results 86% June 2005, 92% March 2006, 80% March 2007

Arby's Corporate Inspection December 03, 2009 Score 91%

AFFILIATIONS

Past Ocean County Board of Elections Appointed Election Poll Worker (6 years)

Past Boy Scout Leader

Past Member of the Sons of the American Legion

Past Jackson First Aid Squad Jackson New Jersey Emergency Response Technician, 1989-1992

Passenger Assistance Technician

Past Literacy Volunteers of America

SHRM- Society Human Resource Management Member

Sweetheart Invitational Committee Member

United States Bowling Congress Member

Igbo Member

Caregiver