

MORGAN ELLIS

OPERATIONS ASSISTANT

Chicago, IL | morgan.ellis@example.com

PROFILE

Shift Supervisor coordinating daily assignments and break coverage for a six-person retail shift. Maintains weekly stock records in Excel using sorting, filters, and SUM, and communicates unfinished tasks and delivery changes through shift handoff notes.

EXPERIENCE

Shift Supervisor

Cedar Lane Market

May 2022–Present

- Coordinate daily task assignments for a six-person shift and adjust break coverage when colleagues are absent.
- Count stock weekly and record quantities in an existing Excel sheet using sorting, filters, and SUM.
- Record damaged or missing items and send the list to the store manager for ordering.
- Write shift handoff notes covering unfinished tasks and delivery changes.

Retail Associate

Cedar Lane Market

August 2019–April 2022

- Served customers, processed returns under store policy, and restocked shelves.

CORE SKILLS

Daily Task Coordination • Break Coverage Planning • Excel Sorting and Filters
Excel SUM • Stock Recordkeeping • Shift Handoff Communication

EDUCATION

Associate of Arts | Westbridge College | 2019