

TREASURE HUTCHINSON

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PROFESSIONAL EXPERIENCE

HUMAN RESOURCE BUSINESS PARTNERS

2007-Present

Executive Recruiter

To meet and exceed our client expectations and find the right person for the right job.

- Career counseling
- Create resumes
- Coaching candidates
- Interview preparation
- Leadership training
- Coaching and development

CIRCLE K STORES INC., Orlando, FL

2006-2007

Market Manager

Supervise and manage twelve retail locations. Improved cash handling procedures, staffing and scheduling of hourly employees, inventory management, and customer service relations.

- Developed fundamental training programs to increase customer service with store managers and store staff.
- Improved cash and merchandise variations procedures. Reduced shortage by 17%.
- Developed five assistant managers into store manager positions.
- Recipient of Market Manager of the Month Award (5 months consecutive)

BP PRODUCTS NORTH AMERICA, Alpharetta, GA

2004 – 2006

Company Account Executive

Supervise and manage eleven retail locations. Responsible for all aspects of the daily operations: including analyzing financials, human resources, promotions, and merchandising.

- Maximized profitability and increased sales while improving efficiency in thirteen retail gas stations/convenience operations.
- Improved cash handling procedures, staffing and scheduling of hourly employees, inventory management, and customer service relations
- Analyze profit and losses statements on a monthly basis.

WACHOVIA BANK, Mableton, GA

2003-2004

Financial Center Manager, Officer

Responsible for overall customer experience, daily operations, and oversee financial profitability for the Mableton Financial Center. Handle communications and interactions between Wachovia internal partners and external partners.

- Supervise and manage thirteen employees: including tellers, loan officers, and service bankers.

- Oversee daily/monthly production and operation goals for deposits, loans and investments.
- Manage overall customer satisfaction and experience in financial center.
- Analyze profit and losses for the bank on a monthly basis.

BP PRODUCTS NORTH AMERICA, Alpharetta, GA**1998 – 2003****Financial Business Analyst (2002 – 2003)**

Developed profit and loss statements for account executives and East Coast Fuels Marketing Region, and provided timely and accurate sales and expense variance analysis with guidance and recommendations to executive management and field personnel.

- Evaluated investment opportunities for external and internal customers, which increased market share by 15%.
- Developed and implemented gasoline volume budgets for East Coast Business Unit.

Company Account Executive (1998 – 2002)

Supervised and managed operations for thirteen retail gas/convenience stores. Managed all aspects of Human Resources and Customer Relations.

- Handled all staffing, employee relations, and compensation for 350 employees.
- Managed merchandising, promotions, and advertising for thirteen stores in the territory.
- Designed and implemented overall business and marketing plans, which increased profitability and sales for food service categories (Blimpie, Bakery, Fountain, and Coffee) by \$13,000.
- Established hourly labor model and reduced labor costs by 27% in Atlanta market.

EDUCATION

Masters of Business Administration, 2001
Troy State University, Overall GPA 3.6
MBA Extension Program in Atlanta, Georgia

Bachelor of Arts, Business Administration, Concentration: Marketing, 1998
Clark Atlanta University, Overall GPA 3.5
Atlanta, Georgia

TECHNICAL SKILLS

Proficient in Business Objects, SAP, Database, JD Edwards, Executive Information Systems, Microsoft Excel, PowerPoint, Word, and Microsoft Access

PROFESSIONAL DEVELOPMENT

Serv-Safe Food Certification, Karass Negotiating Skills, Marketing Trainee Program (BP Internal Program), and Upward Feedback Facilitator

AWARDS AND RECOGNITIONS

Market Manager of the Year, Circle K Stores 2007
UCP Recipient Winner, Circle K Stores 2007
Recipient of Market Manager of the Month Award (5 months consecutively)
Individual High Performance Recipient BP 2001 & 2002,
Design Team Co-chair of Graduate Conference 2001