




Jessica Moore

RETAIL FACILITY MANAGER

 (310) 555-2468

 jessica.moore@gmail.com

 United States, Los Angeles, CA

SKILLS

Retail facility management	Expert
Vendor and contractor management	Expert
Customer service optimization	Expert
Energy efficiency and sustainability	Expert
Store layout and space planning	Expert
Safety compliance and OSHA standards	Expert
Budgeting and cost control	Expert
Staff training and supervision	Expert

PROFESSIONAL SUMMARY

Retail Facility Manager with over 6 years of experience managing multi-location retail environments. Skilled in optimizing store layouts, maintaining facilities, improving customer experiences, and managing budgets. Demonstrated ability to drive improvements in store operations while reducing costs and maintaining high levels of safety and cleanliness.

EXPERIENCE

★ January 2021 - Now

Retail Facility Manager

Target Corporation / United States, Los Angeles, CA

- Manage facility operations for 3 retail locations, overseeing maintenance, security, and customer service operations.
- Implement energy-efficient systems, leading to a 15% reduction in utility costs across all stores.
- Coordinate with store management to ensure optimal store layouts and customer flow, enhancing the shopping experience.
- Develop and implement a preventive maintenance program that minimized downtime and increased customer satisfaction.
- Supervise a team of facility technicians, providing training and ensuring safety standards were consistently met.

★ June 2019 - December 2020

Assistant Facility Manager

Walmart / United States, Los Angeles, CA

- Assisted with the day-to-day management of facility maintenance and operations for a large retail store.
- Coordinated routine repairs and emergency maintenance, ensuring minimal disruption to store operations.
- Managed vendor relationships for cleaning, maintenance, and security services.

EDUCATION

★ 2014 - 2019

Bachelor of Science in Facility Management

University of California, Los Angeles / United States

★ LEED Green Associate

U.S. Green Building Council / Certification Date: August 2022