

Night Manager

Rico Alston

Professional summary

Reliable and vigilant Night Shift Manager with hands-on experience in overnight operations at high-traffic fuel stations. Demonstrates excellence in security oversight, solo store management, and emergency response coordination. Known for maintaining calm under pressure and upholding safety and compliance standards during late-night hours.

Experience

Night Manager

November 2020 - Now
Circle K / Detroit, MI

- Oversee all store operations from 10 PM to 6 AM, ensuring smooth transitions between shifts and accurate opening handovers.
- Conduct nightly audits of fuel levels, cash drawers, and inventory records to support next-day accuracy.
- Handle after-hours incidents professionally, maintaining communication with law enforcement or EMS when necessary.
- Trained two newly hired clerks on nighttime operations and emergency procedures.

Overnight Clerk

May 2018 - October 2020
Sunoco Station / Warren, MI




- Managed full store operations solo during overnight shifts, including sales, sanitation, and customer support.
- Maintained up-to-date safety checklists, incident logs, and restock reports.
- Responded effectively to on-site issues, including equipment malfunctions and disruptive customers.
- Recognized for consistency and reliability, often requested to cover additional shifts.

Volunteering

Community Safety Patrol Volunteer

March 2021 - Now
North End Block Association, Detroit, MI

- Assist with late-night community walks to ensure neighborhood safety and visibility.
- Report suspicious activity, promote neighborly awareness, and distribute safety resources.
- Partner with local officers to coordinate community briefings and emergency response education.

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Education




































GED Certificate

Michigan Adult Learning Center
Completed: 2016


Certifications

- **Basic First Aid & CPR** – American Red Cross, Issued: March 2023
- **Security Awareness & Loss Prevention** – National Retail Federation, Issued: December 2022
- **Conflict Management and De-escalation** – Crisis Prevention Institute, Issued: May 2021

Skills

Overnight Store Management	    
Security Monitoring & Loss Prevention	    
Conflict De-escalation	    
Inventory Control & Reporting	    
Emergency Response & Safety Protocol	    
Independent Operations & Time Management	    
Facility Upkeep & Sanitation Standards	    

Languages

 French – Conversational