
Good afternoon,

I would first like to take the opportunity to thank everyone for this prestigious opportunity. It is a pleasure to be able to start assisting in the Durham community. My plan as a member of the Citizens Advisory Committee is to simply learn and utilize the knowledge to assist and mentor citizens (no matter the age) of the community. I would like to become involved in teaching people on how to write proper resumes, manage money, learn about building credit, and the do's and don't(s) of getting a job interview and getting hired. These are essential skills everyone must know in order to make it in this world. I have pretty diverse background in managing people from the lowest to the highest levels and I believe with my intrapersonal skills, I would a great asset to the committee as it would be an asset to me. I am still gaining knowledge as I finish up my graduate degree as student in the Masters of Public Administration program at North Carolina Central University, which rests as a great location to reach out to students and citizens about thhe issues and successes of Durham. Thank you for your time and appreciation.

Respectfully,
-Tavion Powell

Tavion Powell
647 Red Bug Rd • Hallsboro, North Carolina 28442
(910) 918-8756 • tpowel89@gmail.com

Education

Bachelors of Arts in Political Science -Fayetteville, North Carolina GPA 3.7

Associates of Arts in Business Administration- Whiteville, North Carolina GPA 3.6

Objective

Seeking employment opportunity as a highly-experienced and participative General Management professional who demonstrates entrepreneurial expertise, results-focused, restaurant operations and practical food and cost reduction initiatives with progressive leadership, and overall personnel management experience.

Professional Experience

General Manager – Zaxby’s Lillington, North Carolina September 2014 – December 2015

- Provide direct leadership to upwards of 46 personnel, including assistant managers, shift leaders, and team members with revenues in excess of \$35,000 per week.
- Responsibilities include all talent-acquisition efforts; hiring, training, and developing staff
- Manage business operation initiatives, including payroll, invoicing, inventory, and human resource related matters.
- Lead communications and assist with government relations and compliance activities within the organization.
- Ensure response and mitigation plans are in-place to effectively manage issues, crises, business continuity, and brand contingencies.
- Leads execution of internal communications such as executive blog, intranet, employee communications, corporate meetings and events. Plan and execute annual corporate meetings
- Leverages social media, inbound marketing and content marketing to share the brand’s story

General Manager – Bojangles Spout Springs, North Carolina July 2008 – September 2014

- Oversee all restaurant operations, food and beverage, food safety handling, kitchen operations, staff training, and directly manage sales and inventory of more than \$60K.
- Recruit, supervise and train staff of up to 30 personnel including Co-Managers, Swing Managers and team members
- Successfully decreased overall cost of goods by 12%, and manage all purchasing and inventory control initiatives.
- Book on and off site catering functions, and perform all bookkeeping including extensive house account reconciliation using QuickBooks
- Provide a “Customer Dining Destination” experience with superlative customer service and support that garners repeat business and customer loyalty.
- Develop direct reports by establishing clear expectations, goals and accountabilities for every person in the department. Set a personal development plan for each person and provide feedback on a regular basis.
- Develop and manage an annual and quarterly adjusted content calendar for monthly team meetings
- Integration of content activities within traditional marketing campaigns handled by the marketing team

Men's Department Manager-Shoe Carnival, Fayetteville, North Carolina January 2005-July 2008

- Ensures mic usage is consistent and the Shoe Carnival concept is utilized with appropriate customer traffic in the store.
- Assists in achieving all sales and profitability plans.
- Assists in training and mentoring associates.
- Ensures all claims of harassment and discrimination are immediately reported to the attention of the Store Manager, General Manager, Regional Manager, Operations VP and/or the Sr. Vice President of Human Resources and In-House Counsel.
- Assists in ensuring all Human Resource related issues are properly addressed and brought to closure.
- Assists in overseeing all inventory control and loss prevention and safety programs are followed.
- Performs various management functions as needed
- Plan, organize, control and lead department within established budgetary and manpower plans

Achievements and Awards

- Persistent candidate and winner of awards for skillfully handling the controls of the restaurant
- Time-honored awards for handling the customer service areas, and maintaining the administering payrolls
- Rewarded for preparing budget reports and company policies at workplace in Makers Fast Food Restaurant
- Awarded with General Manager of the Year award for excellent mentorship, and efficient team leadership at Bojangles for years 2011 and 2012