

Michael Phillip Harte

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| Objective | To obtain employment in an administrative capacity where my diverse skillset and unique experience can be beneficial to all. |
| Experience | <p>Renaud's Bakery and Bistro, Inc. 2012 – Present</p> <p>Current Title: Director of Operations</p> <ul style="list-style-type: none">▪ Human Resources<ul style="list-style-type: none">• Oversight of Company-wide HR (65-70 employees)• Worker's Compensation oversight• Recruitment, Interviewing, Hiring, all departments• Employee discipline and terminations• Conflict resolution• Investigations▪ Information Technology<ul style="list-style-type: none">• Oversight and maintenance of company-wide systems, servers, and tech• POS System oversight and maintenance• Invoice system creation (FileMaker) and tracking• Inventory system creation and tracking• Product database system creation and tracking• Website/webstore administration, creation, and tracking• Development of new IT systems▪ Operations<ul style="list-style-type: none">• Primary focus: Ensure day-to-day operations of Company function smoothly and without problems or errors• Reports directly to the CEO• Direct oversight of all department managers (6-8 managers)• Oversight and accountability of store inventories, price integrity, merchandising, labor, and all other operational processes and procedures• Emergency and crisis management• Available 24/7/365▪ Marketing<ul style="list-style-type: none">• Photography and videography• Graphic design, (Adobe CC, 4-color press printing, and advanced typographical knowledge and abilities)• Advertisement design (print and online)• Develop and maintain Company Press Package• Develop and implement product packaging boxes/bags/label designs▪ Administrative<ul style="list-style-type: none">• Oversight of cash handling procedures and policies company-wide• Oversight of equipment repairs and replacements company-wide• Development and implementation of new company policies and procedures• Shipping documents and product shipping oversight |

- Manage and maintain Corporate Offices and its Assistants.
- Miscellaneous administrative tasks, projects, errands, and objectives
- Nutritional Labeling
 - Compliance with FDA requirements on food labels
 - Developed internal system to standardize labeling company-wide
 - In-store signage FDA compliance
- Buying and Purchasing
 - Direct oversight and execution of administrative purchases and buys
 - Actively reduce the company's overall expenditure by purchasing items at the best available price and utilizing items on-hand.
 - Oversight of employee expense reports (approx. 10-15 reports monthly)
- New Stores
 - Accounting and financial projections of new store opportunities with described impact to the company and desirability based on projected sales and other market influencing factors
 - Mock P&L creation and examination
 - Proposal generation and revision
 - Assist CEO when attending meetings with prospective firms or landlords
- Special Events
 - Primary point of contact on high-value or high-priority special events, weddings, and catering orders
 - Direct oversight of quotes and customer proposals
 - Attend special events representing the Company, maintaining professional relationships with event organizations, vendors, and customers
 - Maintains calendar of events and production calendar schedule
- Wholesale Accounts
 - Oversight of all wholesale account activity, orders, and day-to-day invoicing
 - Acquisition of new wholesale accounts
 - Renewal of active wholesale contracts
 - Goal: Increase wholesale revenue while maintaining static labor and food costs
 - Accounts Receivable oversight and tracking
 - Responsible for wholesale pricing, tracking, accountability, and integrity
- Miscellaneous Responsibilities
 - Weekly visits and store inspections to all stores (including LA area)
 - Develop company-wide training guide/workbook
 - Examine and reduce departmental inefficiencies

Education

Drexel University, College of Arts and Science
B.S. Psychology

Philadelphia, PA
2008-2012

San Marcos High School
High School Diploma 2004-2008

Santa Barbara, CA