

## Anatoly Shiling

10597 W. Maplewood Dr  
Littleton, CO 80127

720-280-0865  
tony.shiling@gmail.com

### Career Goal

To hold a challenging leadership position as the Retail Store Manager by utilizing my organizational and professional expertise.

### Career Summary

Fifteen years in business administration, coordinating workflow, leading the team, developing business plans, and implementing process improvements

### Professional Experience

**360 Real Estate Inc**, Denver, CO

Apr 2010 – Present

#### Broker Associate

- Real Estate transactions

**Western Convenience Stores**, Denver, CO

Apr 2009 – Jan 2010

#### Store Manager

- Recruit, train, develop, and motivate employees
- Maximize ordering efficiency by using the merchandizing cycle
- Analyzing sales and cash reports
- Work out entire merchandising, ordering and loss prevention processes
- Stay in compliance with company policies and regulations
- Maintain store budget
- Coaching employees and provide assistance to other store managers.

**Colorado Foreclosure Revival Group**, Denver, CO

Nov 2006 – Apr 2009

#### Executive Director

- In charge of the Foreclosure Revival Project achievement.
- Responsible for education and financial assistance
- Re-development of clients back into a successful life of home ownership

**7-Eleven**, Denver, CO

Apr 1997 – Nov2006

#### Store Manager

- Maximize ordering efficiency by using the merchandizing cycle
- Analyze merchandize and cash reports
- Increase sales and maximize shortage control
- Stay in compliance with company policies and regulations
- Maintain store budget
- Coaching employees and provide assistance to other store managers

**Miss Evan's laundry Corp.**, New York, NY

Sept 1991–Mar1997

#### General Manager

- Oversaw 45 employees focusing on customer service
- Responsible for the hiring and training process and ongoing improvements
- Established and maintained a plan to achieve or exceed company's budget

### Education

**Institute of Technology**, Minsk, Belarus

Bachelor of Arts

Major: Business Administration, Management

Minor: Accounting, Business Development

**Colorado Real Estate Training Center**

License: Associate Broker Apr-2010