

Anthony P. Atencio
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PROFESSIONAL EXPERIENCE

Ampytown Landscape Designs. San Diego, Ca.

Landscape / Home Improvement Consultant - 2001 – Present

- Providing expert advice for landscape and home enhancements.
- Remolded interior / exterior dwellings.
- Constructed single and multi-level decks.

Home Depot. Colorado Springs, Co.

Home Improvement Retailer - 2000 – 2001

- Supervised cashier personnel, scheduled assignments
- Developed and implemented process procedures.
- Reconciled inventory process.

Guitar Center Management. Agoura Hills Ca.

Assistant Project Management Coordinator – 1994 - 1997

- Established and maintained on-time work schedules.
- Operated warehouse management.
- Conducted in-house training and evaluation procedures.

Inventory Audit Lead – 1993 - 1994

- Ensured proper systems and process business controls.
- Reconciled inventory process.
- Set up new and merchant accounts, reconciled bank account statements.

Systems Technical Lead – 1992 - 1993

- Implemented migration conversion.
- Performed systems installation.
- Developed employee training guidelines.

Accounts Payable Specialist – 1990 - 1992

- Promoted teamwork and skills in areas of dependability, communication, flexibility, team participation and initiative.
- Supported in troubleshooting transaction problems and apply accounting principles to determine cause of action.
- Developed and implemented process procedures.

Operations Manager – 1987 - 1990

- Oversaw store personnel, scheduled assignments, problem solved, trained and offered direction as needed.
- Developed employee training and evaluation procedures.
- Implemented customer service guidelines.
- Organized and directed all general accounting activities.

Education

Coronado High School, Colorado Springs, Co. 1974 – 1977 Graduated with High School Diploma

San Diego Mesa College, San Diego, Ca. 1985 - 1987 General Education (Continuing Education)