

# MARK FISCHER

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## SUMMARY

- ♦ As a dedicated and knowledgeable professional with experience in leadership and efficient processes, I seek to bring my abilities to add value to your company. I am a self-motivated individual with a proven track record of success driving productivity and profitability.

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## AREAS OF EXPERTISE

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|-------------------|-----------------------|--------------------------|
| ♦ Leadership      | ♦ Marketing           | ♦ Microsoft Office Suite |
| ♦ Communications  | ♦ Accounts Payable    | ♦ Adobe                  |
| ♦ Human Resources | ♦ Accounts receivable | ♦ InDesign               |

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## PROFESSIONAL EXPERIENCE

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### **RG MONGLER REAL ESTATE — Moberly, MO**

**Office Manager** -, 2016 – Present

- ♦ Budgeting for marketing of properties, auctions, and rental properties
- ♦ File management for multiple clients
- ♦ Maintaining and filing legal documents and contracts for multiple clients
- ♦ Fast-paced office environment, deadline heavy
- ♦ Detail-oriented

### **UNIVERSITY OF MISSOURI – FINANCIAL RESEARCH INSTITUTE — Columbia, MO**

**Office Coordinator - Temporary**, 2018 – 2019

- ♦ Responsible for accounts payable and receivable for the FRI at the College of Business
- ♦ Responsible for maintaining and ordering supplies
- ♦ Preliminary grant writing
- ♦ Coordinate travel, itineraries, and meals for special guests
- ♦ Work with groups and independently to generate a yearly Symposium on Utilities
- ♦ Coordinate with other departments to help support the FRI

### **BUILD-A-BEAR WORKSHOP — Columbia, MO**

**Chief Workshop Manager – Location Closed**, 2016 – 2018

- ♦ Direct team members, delegating duties and monitoring performance to coordinate all areas including guest experience, associate experience, sales, training and profitability.
- ♦ Drive continuous sales growth, maximizing profitability through effective strategy and leadership.
- ♦ Create weekly schedules to ensure necessary coverage and maximize workshop productivity.
- ♦ Manage recruitment including hiring, development, and retention of employees at all levels to ensure operational success, as well as overseeing necessary paperwork.
- ♦ Ensure highest standards of training and development, as well as evaluating team member performance in guest service, merchandising, and operational goals, providing coaching.
- ♦ Maintain compliance with all relevant laws and regulations for store operation and labor practices.

### **COLDWELL BANKER — Moberly, MO**

**Agent / Marketing Director / Property Manager**, 2012 – 2016

- ♦ Oversaw own business, providing assistance to sellers and buyers with home acquisition.
- ♦ Maintained accountability for accounts payable and receivable with over 16 accounts, as well as performing recordkeeping and auditing of accounts.
- ♦ Training and supporting new staff and agents.

- ◆ Designed 4 websites as well as creating content for 4 custom Facebook, Twitter, and blogging sites.
- ◆ Performed design, editing, and distribution of monthly magazine for over 4,500 potential customers and agents, applying expertise with Adobe Suite including InDesign, and MS Publisher.
- ◆ Managed design and editing of advertising copy for release in newspapers and magazines as well as design and editing of auction material including brochures, mailings, and catalogues.
- ◆ Applied knowledge of email databases and systems to create targeted emails.
- ◆ Coordinated with over 182 units and 23 owners in property management effectively to align and achieve objectives.
- ◆ Ensured compliance with all State and Federal laws, regulations, and requirements.

**DOLLAR GENERAL CORP — Fayette, MO**

**Store Manager**, 2010 – 2012

- ◆ Led front lane and customer return transactions, ensuring accuracy and efficiency.
- ◆ Performed hiring, coaching, and development for new and experienced associates, evaluating needs and implementing training as needed.
- ◆ Verified deposits and store transactions including cash, check, and credit.
- ◆ Maintained budget for supplies, labor, and theft, facilitating planning and cost-effectiveness.

**BEST BUY STORES, INC — Columbia, MO**

**Operations Supervisor**, 2008 – 2010

- ◆ Managed 25 front lane and customer return transactions according to policies and standards.
- ◆ Directed hiring, coaching, training, and retention of associates effectively.
- ◆ Performed verification of deposits as well as store cash, check, and credit transactions.
- ◆ Oversaw staffing for daily needs as well as planning for holidays according to projected needs.
- ◆ Maintained necessary budgets for supplies, labor, and theft knowledgeably.

**PARTY AMERICA — Columbia, MO**

**Assistant Store Manager**, 2006 – 2008

- ◆ Led a team of 5-15 staff members, coordinating duties and collaborating with other managers to complete tasks according to budget and deadline.
- ◆ Maintained compliance with budget on supplies, labor, and shrink effectively.
- ◆ Handled daily deposits following policies and standards.

**WAL-MART STORES INC — St. Joseph / Moberly, MO**

**Accounting / Customer Service Manager**, 1997 – 2006

- ◆ Supervised a staff of 20 employees, ensuring highest standard of productivity and completion of projects and tasks.
- ◆ Coordinated with managers and employees to resolve issues and complete tasks.
- ◆ Ensured compliance with supply budget through effective planning and cost control.

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**ADDITIONAL EXPERIENCE**

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**MISSOURI WESTERN STATE COLLEGE — Saint Joseph, MO**

**Theatre Shop Foreman**, 1997 – 2001

**4TH STREET THEATRE — Moberly, MO**

**4th Street Theatre Players Board Member, Theatrical Director**, 2021 – Present

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**EDUCATION**

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**BS IN BUSINESS ADMINISTRATION - HUMAN RESOURCES**

Columbia College, Columbia, MO, 2007

**ASSOCIATE'S IN BUSINESS MANAGEMENT-Minor Theatre Studies**

Missouri Western State College, Saint Joseph, MO, 2004

*References available upon request.*