

Sample FAV Sheet

Facts – Achievements – Value (FAV)

Position: VP Store Operations

Dates:

Duties and Responsibilities: Accountable for supervision of 60 Supermarkets with an annual budget of \$1.3B in sales. Direct Supervision of 3 District Managers, 1 Director of Human Resources, 1 Director of Asset management, 1 Finance Manager, 1 Administrative assistant. Indirect supervision of 6 Product Specialists, 60 sore Managers, 2 Maintenance Managers. Responsible for day-to-day operations, budget compliance, labor efficiencies, inventory management, sanitation compliance, customer service, sales and merchandising initiatives, shrink goals and execution, achieving bottom line profits, community relations.

FACTS	ACHIEVEMENTS	VALUE
<i>Facts about your professional background (education, years of experience, challenges, etc.)</i>	<i>What you achieved as a result of these facts (increases in sales, revenue, production, efficiency or decrease in cost) and how you achieved it.</i>	<i>Value you can bring to a potential employer. How they will benefit from your background and achievements</i>
<p>Chairman: Teambuilding Committee- 2004 (This was a special project I was handed by the Executive Management Team to handle a unique problem we were having in the company) Result was a tremendous improvement in overall company morale at all levels.</p>	<p>Chaired a task force to ‘bring together’ merchandising and operations. Senior Management believed that there was a great rift that was becoming evident between the merchandising and operating groups. In the course of 2 months my team met with all key members of both groups to discuss how we can move forward. We established a series of ‘understandings’ that each of us would be required to do and stuck to it. (Example: all store call to merchandising would be responded to within 24 hours with a satisfactory response)</p>	<p>My experiences and unique ‘sensitivities’ to the needs of an organization to work together will help me to start immediately to benefit your organization.</p>
<p>Promotion to this position</p>	<p>In 2 ½ years I took an area with the lowest morale and overall performance in sanitation, customer service and shrink and took it to the top. This was accomplished by understanding the needs and through a total morale lift by instituting ‘recognition’ and ‘celebration of success’ into our everyday vocabulary and operating standards.</p>	<p>My leadership and innovation skills enable me to step into any situation and turn ‘lemons to lemonade’ where needed or simply improve performance to a higher level.</p>

<p style="text-align: center;">FACTS</p> <p style="text-align: center;"><i>Facts about your professional background (education, years of experience, challenges, etc.)</i></p>	<p style="text-align: center;">ACHIEVEMENTS</p> <p style="text-align: center;"><i>What you achieved as a result of these facts (increases in sales, revenue, production, efficiency or decrease in cost) and how you achieved it.</i></p>	<p style="text-align: center;">VALUE</p> <p style="text-align: center;"><i>Value you can bring to a potential employer. How they will benefit from your background and achievements</i></p>
Sanitation Achievement Award-2004	Achieved a score of 85.6 for my Region which was one full point better than my nearest competitor. Store Sanitation was a key area of performance at our company. Each store had two inspections per year. A score of 85.6 was a 'best in class' score in our system	My abilities to understand the importance in sanitation and how to maximize store performance will help me educate members of your organization as needed to improve your overall sanitation.
Promoted 4 Product Specialists to District Managers	Created a better operations team by taking four members of the Product Specialist group and working with them over a two year period to help them pass our District manager selection and testing process	My experiences as coach and mentor to all of the members of my team will enable me to help develop members in your organization to greater levels of responsibility
Customer Service Achievement Awards: 2003 & 2004	Achieved the high performance awards in two consecutive years with scores of 87 and 86 respectively in Great Customer Service. Great service was a benchmark at our company. By committing to its importance and by recognizing great individual performances at store level by sending a 'hand written' personal note of congratulations I was able to build a tremendous degree of enthusiasm and commitment to the program.	My extraordinary leadership and team building skills will help me take your organization to the next level in areas of morale and commitment.
Top Earning Achievement Awards: 2003-2004	Achieved Top Earner Awards for two consecutive years (Overall total dollar profits in stores). Included was I had the top three Store Earnings winners as well for both years and they included five different stores and not the same three both years.	My motivation skills coupled with my overall retail experience level will allow me to increase profitability in your organization.
New Store Opening Sales Records (Bethpage)	Established a new First Week Sales record as well as opening 3 days record. Preparing a great opening advertising program and putting together a tremendous store management team filled with enthusiasm.	I can generate 'sales excitement' at any level of your organization to help increase sales
Received Corporate Recognition Award for Humanity Services	Received a plaque at award ceremony for this specific Arc chapter for my help and support in hiring persons with disabilities for meaningful positions at our company	My sensitivity to Community involvement will enable me to make your organization a better 'big brother' to your customers

<p style="text-align: center;">FACTS</p> <p style="text-align: center;"><i>Facts about your professional background (education, years of experience, challenges, etc.)</i></p>	<p style="text-align: center;">ACHIEVEMENTS</p> <p style="text-align: center;"><i>What you achieved as a result of these facts (increases in sales, revenue, production, efficiency or decrease in cost) and how you achieved it.</i></p>	<p style="text-align: center;">VALUE</p> <p style="text-align: center;"><i>Value you can bring to a potential employer. How they will benefit from your background and achievements</i></p>
<p>Captain-World Tour Program</p>	<p>This was explained in detail prior. I include it here to show that I participated in this program as a senior member during both my operations and my merchandising positions</p>	<p>Same as prior</p>
<p>Participated in an Executive nationwide ‘Best Practices’ Tour</p>	<p>Traveled nationwide to view ‘Best Practices’ in areas of Home Meal Replacement and Ethnic Merchandising. Visited best in class operators in Toronto, Ohio, California, Arizona, and Texas</p>	<p>My unique experiences and background in understanding the marketplace and today’s best practices can help me merchandise your stores in the best way possible.</p>
<p>Participated in Sarbanes-Oxley Compliance Committee: 2004-2006</p>	<p>Represented the Operations team and also the Merchandising team through my involvement with the process of helping our company understand the new rules and regulations of compliance with SOX</p>	<p>My technical experiences in all areas of the business including new laws will help me step seamlessly into your organization.</p>