

JAMES FOOTE

PROFILE

20 years of experience in retail, project management, and employee feedback. I am a **passionate leader** who **identifies, develops, and implements strategies** that **drive efficiency and business growth**.

Proven track record of **inspiring and enabling cross-functional teams** to deliver **business outcomes** that **improve the experiences of employees and customers**.

Pursuing a **Bachelors of Business Administration**, where I am **learning new skills** that will continue to **positively influence and impact** my work.

SKILLS

- Active Listening
- M365: Excel expert, Forms, Power
- BBY Connect Authoring
- Building Teams
- Data Analysis
- Emotional Intelligence
- Feedback Gathering
- Financial Acumen
- Influencing Up
- Automate, PowerPoint & SharePoint expert
- Organizational Skills
- Project Management
- Time Management

ACHIEVEMENTS

Creator of a feedback mechanism for field teams (over 50K submissions)

Hand-selected to join the **COVID-19 Response Team** - built and managed the **testing processes** and led a **team of analysts** who processed daily ordering/results.

Built **operational strategy for 40+ event breakouts** for 1.4K attendees (including scheduling and placement)

Designed structure for communication between corporate and field teams (over 20K distribution lists)

Led growth and advancement of a **Development Network** (development of 800+ field leaders)

Led a group of 12 through a **Project Management Mentoring Program**

Member of the Young Professional Group at Best Buy

Member of the Project Management Group at Best Buy

Lead a group of 15 volunteers at Eagle Brook Church

LEARN MORE

jamesdfoote.com

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EMPLOYMENT HISTORY

BEST BUY | Senior Manager, Field Engagement

Minnesota / 2020 - Present

- Led a field development program (including the development of coaches, overall structure, and feedback loops).
- Served as the 'voice of the employee' for corporate partners translating feedback into actionable next steps – including creating, analyzing and execution of feedback processes.
- Supported the design, structure, strategy and logistics of company events, calls and rhythms - including orchestrating audience targeting, breakout strategy, etc.
- Oversaw key field programs such as support processes, distribution lists, field visit process, and Holiday Helper program.

BEST BUY | Senior Manager, Field Communications

Minnesota / 2019 - 2020

- Led launch of a new employee focused communication platform.
- Created recommendations on communication strategy.
- Managed field distribution lists used for field collaboration.

BEST BUY | Manager, Field Communications

Minnesota / 2018 - 2019

- Managed multiple communication platforms and influenced communication strategy and best practices.

BEST BUY | Manager, Tools & Operational Efficiency

Minnesota / 2014 - 2018

- Led a team of 10 analysts to provide analysis and coaching on cost optimization and operational excellence opportunities.

BEST BUY | Associate Manager, Retail Systems

Minnesota / 2011 - 2014

- Managed labor, analytics, and communication programs.

BEST BUY | Senior Specialist, Retail Systems

Minnesota / 2010 – 2011

- Supported labor, analytics, and communication programs.

BEST BUY RETAIL STORES | Various Field Leadership Positions

Upstate New York / 2003 – 2010

- Led territory initiatives focused on employee and sales initiatives.

EDUCATION

BA – BUSINESS ADMINISTRATION, Strayer University | 2022 – 2024

AA – BUSINESS ADMINISTRATION, Strayer University | 2021 – 2022

BS – BUSINESS MANAGEMENT, SUNY Empire State | 2005-2007