

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

To attain a store manager position to leverage the leadership, time-management, multitasking, and organizational skills I've developed from working five years in retail. My goal is to help the store's growth and success and continue advancing my career in retail.

Experience

Assistant Manager - ABC Store / Location

MONTH YEAR - Present

- Assist the Head Manager with daily operations such as handling cash and managing inventory
- Helped create time-efficient opening and closing procedures
- Help recruit employees and lend support with onboarding and creating schedules
- Resolve staff issues, conflicts, and misunderstandings, and listen to their feedback
- Suggest ways to improve overall store performance by analyzing sales data and customer trends

Shift Supervisor - DEF Store / Location

MONTH YEAR – MONTH YEAR

- Coached staff based on their performance and goals
- Assigned daily tasks to staff based on expectations
- Evaluated customer service quality and results
- Ensured staff were always following the store's policies
- Suggested and implemented new procedures as needed

Project Experience

- Employee Handbook: In alignment with my Assistant Manager's task of onboarding new employees, I created an employee handbook for new staff to follow and reference when they have questions or concerns.
- Aesthetic Appeal of Store Layout: I worked with the store manager to rethink the store layout and overall visual merchandising for a more customer-friendly appearance.
- Inventory Management: I worked with my store manager on various inventory management tasks, such as data analysis, sales trend identification, and inventory optimization, to reduce overstock or stockout circumstances and maximize overall profits.

Education

B.S. in Management - [Arizona State University](#)

MONTH YEAR

- GPA: 3.9
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Customer service & people skills
- Problem-solving
- Analytical thinking
- Leadership & staff communication
- Organization

Licenses & Accreditations

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- Retail Management Certification
- Occupational Health and Safety Certification
- ServSafe Food Handler Certification