

# NAME SURNAME

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ABC Street • City, State 55555 • 555-555-5555 • names@company.com

## STORE MANAGER

Store management professional focused on maintaining outstanding customer service and best practices in fast-paced environments. Exceptionally skilled in time management, visual merchandising, and training. History of success in mentoring staff to reach management positions, promoting products to achieve increased sales, and consistently exceeding weekly quotas.

## AREAS OF EXPERTISE

- Budgeting
- Reports
- Marketing and Promotions
- Customer Service
- Employee Supervision
- Merchandising
- Inventory Management
- Team Building
- Training

## PROFESSIONAL EXPERIENCE

**Company ABC, City, State, 2007 – Present**

### **Assistant Store Manager**

Achieve corporate objectives through effective management of daily store operations. Track sales and relay profits to the district. Produce sales and inventory reports. Hire, train, and evaluate personnel. Administer schedules and timecards. Devise and implement methods and procedures to increase sales, expand markets, and promote business.

#### **Achievements:**

- Attained record revenues and profits through merchandising, marketing, and management proficiency.
- Mentored five employees to move successfully into management positions.

**Company ABC, City, State, 2000 – 2007**

### **Assistant Store Manager**

Ensured the success of day-to-day operations for a store with more than 75 employees. Oversaw and directed department managers to meet quotas and expectations. Supervised customer service, marketing, advertising, sales, merchandising, and stock areas. Coordinated staff schedules.

#### **Achievements:**

- Conferred with other managers to implement corporate cost control programs.
- Collaborated to develop procedures to grow sales, expand markets, and promote business.

## EDUCATION

**ABC University, City, State • Bachelor of Science in Business Administration**

## TECHNICAL SKILLS

MS Office (Excel, Word, Outlook) • Ordering, Inventory, and Payroll Systems • POS