

# ROBERT SMITH

## Associate/Assistant Boutique Manager

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

As Boutique Manager, responsible for managing the sales, operations, asset protection, and human resources function of the boutique to assure a great customer experience and optimum profitability.

### **MARCH 2012 - SEPTEMBER 2012**

#### **ASSOCIATE/ASSISTANT BOUTIQUE MANAGER - ABC CORPORATION**

- Demonstrated leadership and integrity while managing a staff of boutique associates.
- Selected, trained, and lead a team of associates that were motivated to provide a superior level of customer service to maximize sales and profits.
- Maintained a high degree of personal integrity and lead by example.
- Responsible for employee sales and goals.
- Maintained a visually impressive boutique, enhancing the companys visual standards with embellishments that complimented the uniqueness of the product mix (sold apparel, gifts, home decor, and jewelry) to ensure quality product presentation.
- Had a clear understanding of retail sales and their relationship to inventory levels with the ability to communicate needs directly to the merchandise planning team.
- Protected the physical assets of the boutique by conducting weekly audits, routine cycle counts, and an annual physical inventory.

### **2008 - 2012**

#### **ASSISTANT BOUTIQUE MANAGER - DELTA CORPORATION**

- The lead of recruiting and training newly hired employees Regular training and guidance of all current employees Head of monthly visual floor set.
- Audited the stores inventory Assisted customers with purchase decisions Created visually appealing displays.
- Manage daily sales goals to ensure store is generating profitable revenue and reducing cost by sales of merchandise to customers Conduct full cycle.
- Assist Boutique Manager in daily operations and employee responsibilities.
- Provide exceptional customer service, lead floor sets, set standards as well as opening and closing boutique.
- Top sales producer within a team of seven.
- Increased sales in the flagship Soho store, by running weekly promos, and highlighting new products to attract additional clients.

## **EDUCATION**

Associate of Arts in Fashion Merchandising & Design - (Wade College - Dallas, TX)

## **SKILLS**

Management, Customer Service, Office Administration, Hiring.