

ROBERT SMITH

Assistant Department Manager

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Top-performing Assistant Department Manager with 15+ years outstanding track record of success in diverse retail assignments. Client-focused, self-motivated and driven individual who has a proven record of exceeding sales targets and handling retail store operations effectively. Strong interpersonal skills and solid ethical behavior aimed at managing both assets and employees.

NOVEMBER 2005 - PRESENT

ASSISTANT DEPARTMENT MANAGER - SEPHORA

- Monitoring daily, weekly, monthly sales results and communicating to staff.
- Assisting in achieving store sales plans and operating profits while maintaining expenses.
- People development - creating and establishing individual growth opportunities and a strategy for completion.
- Demonstrating and modeling client service and onstage leadership standards.
- Making touch bases interactive and fun while presenting the financial overview of the business.
- Ensuring the maintenance standards and presentations standards.
- Ensuring that standards of cleanliness and organization are maintained by current company standards.

JANUARY 2003 - OCTOBER 2005

ASSISTANT DEPARTMENT MANAGER - ABC CORP

- Managed a department in a major retail store, with gross sales in excess of \$120,000 per week in my department.
- Managed a team of up to 12 - 15 team members, coordinating tasks, training, and following up to make sure all duties were completed in a satisfactory manner.
- Responsible for inventory control, merchandising, projects, and handling any vendor or guest issues related to my department.
- Worked with the stock team to ensure that new products are processed and ensured that floor is replenished daily.
- Led a team of five people in delivering the daily revenue and reward goals for the mens department.
- Hired, trained, and developed, kept the team on task, customer service, handling of returns and inventory needs, scheduling, the responsibility of meeting department sales goals and general management.
- Collaborated with the department and regional Manager to ensure customers receive the best quality, value, and selection.

EDUCATION

Associates Degree in General Studies - 2004 to 2007(Chaffey College)

SKILLS

Multi-tasking, Project Execution, And Management, Analytical Expertise, Customer Service, Hiring, And Training. Technology Expertise: IOS And Android Platforms, Microsoft Suite And Ability To Learn And Apply New Programs And Applications As Required; Equipment Troubleshooting.