

# Robert Smith

## Assistant Department Manager

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## SUMMARY

Assistant Department Manager with 4 years of experience in Retail management with strengths in accounting skills, training, and effective communication. Organizational skills to manage projects, research, and provide analytical documented reports to supervisors, and staff members.

## SKILLS

Microsoft Office, Type 65 WPM, Customer Service, Time Management, Inventory Management, Quality Assurance, Problem Resolution

## WORK EXPERIENCE

### Assistant Department Manager

ABC Corp - September 2015 - January 2017

- Organized weekly numbers of product sales and list of weekly tasks for the department.
- Discussed with department heads about merchandising task and overall look of the department to improve sales.
- Assisted the Department Manager in teaching and coaching employees to deliver outstanding customer service.
- Helped the Department Manager execute a business plan to achieve department service and volume goals, and ensuring accurate inventory management and achieve shrinkage goals.
- Collaborated with the Department Manager to ensure the customer receives the best quality, value, and selection of merchandise.
- Worked with the Department Manager to ensure merchandising and presentation standards are met.
- Worked with the commercial team to assure space capacities, inventories, and top articles are being treated as priorities.

### Assistant Department Manager

XYZ Corp - October 2013 - September 2015

- Supported the Manager in ensuring all policies and programs are communicated and carried out in a positive and timely manner.
- Determined recognition strategies to attract and retain the workforce that supports the company vision, mission, and values.
- Utilized merchandise placement strategies to increase sales of vendors products resulting in cash rewards.
- Motivated and instructed others on the procedures to initiate and maintain new business contacts at team meetings using Powerpoint presentations.
- Drove revenue generating activities and increased divisional performance of team members in order to meet sales goals.
- Reinforced networking goals through LinkedIn, Facebook, Twitter, Instagram.
- Managed the selling team of the department and ensuring that daily sales and payroll goals are met daily.

## EDUCATION

Master Of Science in Nursing And Clinical Nurse Leader - 2012 (University Of San Francisco - San Francisco - San Francisco, CA )Bachelor Of Science in Nursing - (Medina College )Bachelor Of Science in Medical Technology - (Far Eastern University - Manila )