

# ROBERT SMITH

## Assistant Store Manager I

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Hard working and energetic Assistant Store Manager and a collaborative team player who works well in a challenging, fast-paced environment where interpersonal and communication skills are vital. Proficient in quickly assessing customer needs and developing solutions. Career objective is to obtain a position with leadership responsibilities including organizing, problem-solving and planning in a people-oriented company where I can maximize my customer service experience in a challenging environment to achieve goals.

## EXPERIENCE

### Assistant Store Manager I

#### ABC Corporation - SEPTEMBER 2011 - OCTOBER 2015

- Following the company policies and procedures as outlined in the standard operating procedures manual, employee handbook, and company communications.
- At the Store Managers direction, assisting in maintaining accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls.
- Ensuring that merchandise is presented according to established practices and store manager direction.
- Utilizing merchandise fixtures properly including presentation, product pricing, and signage.
- Assisting in ensuring the financial integrity of the store through strict cash accountability, key control, and adherence to company security practices and cash control procedures.
- Tracking all deliveries to store and product movement within the store to ensure effective inventory management.
- Managing operations to ensure customer service and merchandise presentation standards are met.

### Assistant Store Manager

#### ABC Corporation - AUGUST 2001 - SEPTEMBER 2008

- Proactively maintained store appearance standards and stockroom upkeep standards.
- Acted as an initial point of contact and closer of sale with customers, including the operation of the cash register.
- Responsible for providing excellent customer service geared towards achieving sales consistently and according to established sales goals.
- Used sales skills to interact with customers and move merchandise to meet established sales goals.
- Tracked all deliveries to store and product movement within the store to ensure effective inventory management.
- Managed operations to ensure customer service and merchandise

presentation standards are met.

- Monitored staffing, scheduling, and training to promote career growth and job satisfaction for employees.

## **EDUCATION**

- Nursing - 1980(South Pemiscot High School - Steele, MO) - (New River Community And Tech College)High School Diploma - (Roosevelt College Sumulong)

## **SKILLS**

Customer Service, Management, Customer Relationship Management, Sales, Sales Support, Project Management, Problem Resolution, Windows, Mac OS X, Office Management, Operations