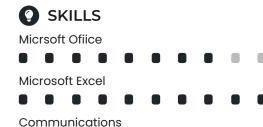


# **BENJAMIN LEE Assistant Store Manager**

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



Administrative Assistant



DIY Projects

**%** Crafting

O Meditation

**m** History





Innovation

Insightfulness

Integrity



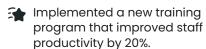






English

Swahili



**ACHIEVEMENTS** 

Trained and developed a team of 10 employees, resulting in a 25% improvement in customer service ratings.

## PROFESSIONAL SUMMARY

Assistant Store Manager with 3 plus years of experience, driven to apply a strong work ethic and motivational skills to achieve store goals, as well as employee and customer satisfaction. To secure a position where my current skills will be put to use and the opportunity to expand my knowledge in new areas as available.

### WORK EXPERIENCE

#### **Assistant Store Manager**

Seaside Innovations

May / 2022-Ongoing

📮 Santa Monica, CA

- 1. Completing training on all handsets in order to communicate the key features and benefit of each to new and existing customers.
- 2. Handling all administrative aspects of the sale including paperwork to establish service.
- 3. Performing sales tracking and related reporting, maintaining floor stocking levels, displays and helping ensure that the store is clean and presentable to customers.
- 4. Training, coaching and mentoring staff to ensure smooth adoption of the new program.
- 5. Training new cashiers on procedures, customer service, and sales techniques.
- 6. Building relationships with customers and the community to establish long-term business growth.
- 7. Assisted in managing daily store operations, achieving a 15% increase in sales over six months.

#### **Assistant Store Manager**

May / 2020-May / 2022

Cactus Creek Solutions

■ Phoenix, AZ

- 1. Kept the showroom clean and maintained neat, orderly product displays.
- 2. Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- 3. Kept current on market and product trends to effectively answer customer questions.
- 4. Completed floor replenishments to guarantee size availability and promote customer satisfaction.

## EDUCATION

**Bachelor of Science in Business** Administration

May / 2018

May / 2020

University of Florida

■ Denver, CO

Focused on Retail Management and Business Operations.