

ROBERT SMITH

Retail Business Manager

info@qwikresume.com | <https://Qwikresume.com>

Motivated Sales Management professional with experience in effectively leading sales/management teams. Customer-focused with strong relationship building and complex decision-making skills. Key competencies include: Leadership / Team Building Training / Development Strategic Planning Superior Execution.

MARCH 2015 - PRESENT

RETAIL BUSINESS MANAGER - ABC CORPORATION

- Execution of lease contracts, ensuring closing goals are met, and marketing efforts are made.
- Schedule vendor work orders, seeking bids and proposals for work by new vendors, entering purchase orders and processing invoices for payment.
- Responsible for final review and qualification of resident application paperwork, client communication and preparing for the move in.
- Complete all marketing means through outreach and on-site, online, social media, and within local businesses.
- Build and maintain rapport with businesses and realtors in the community that may contribute to resident events and property marketing efforts.
- Conduct weekly staff meetings, apartment walk-throughs, property inspections and employee performance.
- Ensure the property maintains curb appeal and cleanliness throughout, ensuring all amenities are fully operational.

AUGUST 2013 - MARCH 2015

ASSISTANT GENERAL MANAGER - ABC CORPORATION

- Assisting in administrative and managerial work, that involves coordinating and supervising the entire operations of the student housing property.
- Assist the general manager with the supervision of all business functions related to daily operations, leasing numbers and marketing efforts responsible for receipt and qualification process of application paperwork.
- Handle the entire re-let process maintain the community marketing report, market survey and community newsletter complete all marketing means through online, social media, on-campus.
- Property marketing efforts oversee the community assistant program and ensure the success of each one by interviewing and candidate selection.
- conducting one-on-one meetings with each, scheduling them around class time, fulfilling the ca quarterly achievement assessment and aiding them with internship requirements.
- create the monthly staff schedule and ensure each ca does not exceed their allotted hours.

- Conduct weekly staff meetings ensure the property maintains curb appeal and cleanliness throughout, by confirming accs boss (basic operation system & standards).

EDUCATION

Certificate in Personal Training - (Penn Foster Career School)CPT - (University Of Kentucky)

SKILLS

Supply Chain Management, Logistics Management, Project Management, Inventory Management