

ROBERT SMITH

Cosmetic Department Manager

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To continue my career with an organization that utilizes my skills in exemplary customer service, operations, training, and budget management.

EXPERIENCE

Cosmetic Department Manager

ABC Corporation - FEBRUARY 2002 - DECEMBER 2003

- Successfully managed Cosmetic Department in a retail setting.
- Properly maintained inventory within budgets, which proved valuable to store management.
- Effectively learned key aspects of pricing coordinator position.
- Handled inventory management and customer service.
- Displayed presentations and executions while training new personnel in various job functions.
- Performed in-store display and merchandising when needed.
- Identified and communicated product concerns.

Cosmetic Department Manager

Delta Corporation - 1997 - 2002

- Supervised three employees and oversaw all operations related to the cosmetic department.
- Developed and initiated all marketing promotions.
- Ordered all cosmetic lines and health/beauty aids.
- Worked with product representatives to ensure that all products were available in sufficient quantities to meet demand.
- Included achieving sales plan, preparing all cosmetic orders, meeting with 50+ vendors monthly, negotiating special events, managing stock levels, .
- Negotiated a change in the mens fragrance bar location to the mens department with corporate which produced a 50% sales increase within the first .
- Merchandising and Reset Specialist for Payless HQ Cosmetic Department Manager Cashier.

EDUCATION

- Associate In Legal Secretarial

SKILLS

Cosmetic dental technician, Removable prosthodontic technician, Crown & bridge technician, Implant technician.