



AMELIA MOORE

Assistant Shop Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Results-driven Assistant Shop Manager with 5 years of experience in retail operations, dedicated to enhancing customer satisfaction and driving sales growth. Proven expertise in team leadership, operational efficiency, and compliance with company policies. Eager to apply my skills to create a dynamic shopping environment that promotes customer loyalty and supports overall business success.

WORK EXPERIENCE

Assistant Shop Manager

📅 Mar / 2022-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Supervised a team of 7-10, managing payroll and scheduling efficiently.
2. Led recruitment, hiring, and training initiatives, resulting in a low turnover rate.
3. Assisted in daily operations to ensure smooth shop functionality and customer satisfaction.
4. Presented store strategies in quarterly district meetings, enhancing local promotions.
5. Trained staff on visual merchandising standards and customer service excellence.
6. Organized special in-store events to engage customers and drive sales.
7. Increased sales and customer traffic through effective event management and promotions.

Assistant Shop Manager

📅 Mar / 2020-Mar / 2022

Silver Lake Enterprises

📍 Seattle, WA

1. Managed customer service operations, ensuring accurate data entry and financial accountability.
2. Supported daily shop operations, fostering a positive atmosphere for customers.
3. Executed opening and closing procedures, including cash handling and security measures.
4. Built and maintained clientele using social media and targeted marketing strategies.
5. Utilized exceptional customer service skills to achieve repeat business and sales goals.
6. Recruited and trained team members, providing ongoing coaching to meet performance standards.

EDUCATION

Bachelor of Business Administration

📅 Mar / 2018-Mar / 2020

University of Retail Management

📍 Seattle, WA

Focused on retail management and customer service excellence.

SKILLS

Retail Software Proficiency

Employee Motivation

Data Analysis

Adaptability

Customer Retention

Brand Management

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

📋 Stewardship

👥 Teamwork

🔑 Tenacity

👁 Vision

LANGUAGES



English



Spanish



Japanese

ACHIEVEMENTS

🌟 Increased quarterly sales by 15% through effective promotional strategies.

🌟 Reduced employee turnover by 20% by implementing comprehensive training programs.