

# AVA DAVIS

## Jewelry Manager

✉ support@qwikresume.com 📞 (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



## PROFESSIONAL SUMMARY

Jewelry store manager is responsible for handling the daily operations and management of the store. His role is to oversee the staffing requirements of the store, deal with customer service issues, prevent theft and handles advertising and promotions of the store.

## WORK EXPERIENCE

### Jewelry Manager

📅 May / 2020-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Managed and directed customer complaints/inquiries Cash register/Cash.
2. Greeted customers, described the merchandise and explain use, operation, and care of merchandise to customers.
3. Advised and assisted customers in choosing the proper clothing, recommend alternate selections if needed, and add the appropriate accessories to increase.
4. Managed small jewelry department, supervised and trained staff of 4.
5. Processed employee time cards and records using a house computer system.
6. Scheduled staff shifts and daily task assignments using an Excel spreadsheet.
7. Responsible for conducting weekly group meetings and meeting individually with employees monthly to ensure their growth and progress/improvement of sales.

### Jewelry Manager

📅 May / 2018-May / 2020

Crescent Moon Design

📍 Portland, OR

1. Manage and direct customer complaints/inquiries Cash register/Cash.
2. Greet customers, describe the merchandise and explain use, operation, and care of merchandise to customers.
3. Advice and assist customers in choosing the proper clothing, recommend alternate selections if needed and add the appropriate accessories to increase.
4. Managed small jewelry department, supervised and trained staff of 4.
5. Processed employee time cards and records using a house computer system.

## EDUCATION

### Bachelor of Arts in Business Administration

📅 May / 2016 - May / 2018

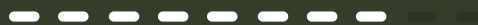
State University

📍 Phoenix, AZ

Focused on retail management and marketing strategies.

## SKILLS

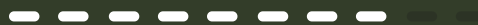
Customer Service



POS



Client Relationship Management



Inventory Management



## INTERESTS

🍺 Home Brewing 🦋 Wildlife Conservation

🐾 Running 🗣️ Public Speaking

## STRENGTHS

👍 Willingness

📖 Wisdom

🔥 Zeal

💡 Ingenuity

## LANGUAGES



English



Arabic



Mandarin

## ACHIEVEMENTS

🌟 Increased sales by 25% through targeted promotions and customer engagement strategies.

🌟 Successfully reduced inventory shrinkage by 15% through enhanced security measures and staff training.