



AMELIA MOORE

Jr. Operations Assistant Store Manager

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PROFESSIONAL SUMMARY

Talented fully bilingual Manager with experience managing budget and administration with an eye for detail and a record of meeting and exceeding customer expectations.

WORK EXPERIENCE

Jr. Operations Assistant Store Manager

📅 May / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Worked often with AS400, Microsoft Excel, and Microsoft Word.
2. Ensured the proper guidelines and procedures are followed at the Front End and Cash Office.
3. Conducted monthly Audit Review meetings, ensuring and following up on identified items from most recent audit.
4. Managed and motivated a team to increase sales and ensure efficiency.
5. Assisted Store Manager in increasing profit margins while keeping expenses at a minimum.
6. Managed all day-to-day store processes, in the absence of the Store Manager.
7. Oversaw and monitor the Truck Receiving and Process Procedures weekly.

Operations Assistant Store Manager

📅 May / 2020-May / 2021

Summit Peak Industries

📍 Denver, CO

1. Assist in recruitment and hiring of qualified applicants.
2. Conduct orientation, train, coach and manage department managers.
3. Ensure security of facility.
4. Provide exceptional customer service.
5. Responsible for entire store operations Assist Store Manager following up with Hardlines and Softlines Managers Responsible for 100% completion on.
6. Trained and supervised a team of 10 staff, enhancing customer service ratings by 20% within six months.
7. Coordinated promotional events, increasing foot traffic by 25% and boosting sales during peak periods.

EDUCATION

Bachelor of Business Administration

📅 May / 2019-May / 2020

University of Texas

📍 Toronto, ON

Focused on retail management and operations, with coursework in marketing and finance.

SKILLS

Microsoft Office

10

Power Point

10

Green Belt Certified -Siemens

9

Performance Evaluation

8

Communication Skills

10

INTERESTS

📖 Birdwatching

🌐 Language Learning

🚣 Fishing

📖 Reading

STRENGTHS

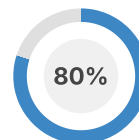
☰ Detail-oriented

🔍 Criticality

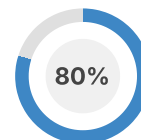
🍃 Sensitivity

👥 Teamwork

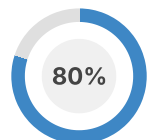
LANGUAGES



English



French



Dutch

ACHIEVEMENTS

🌟 Increased store sales by 15% through effective team training and customer engagement.

🌟 Implemented inventory control measures that reduced shrinkage by 10%.