

# ROBERT SMITH

## Retail Analyst

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Highly organized and dedicated individual with a positive attitude who is eager to learn new skills and use them to deliver the highest quality product in a timely and cost-effective manner. I am enthusiastic and ready to work in a challenging environment with opportunities to demonstrate my abilities and proven experience in Performance Testing Process Evaluation Root Cause Analysis Competitive/Strategic Planning Integrated Product Teams Project Coordination.

**2017 - 2018**

### RETAIL ANALYST - ABC CORPORATION

- Maintained databases, prizefiles, clu-on, clu-off program on a weekly basis.
- Dispatched service calls to all Account Representatives in a timely manner.
- Rendered information to Response Centers regarding printers off, PC down, MSG files, and other pertinent information in a professional manner.
- Provided accurate paperwork, including timecards, expense reports, tie-in checklist, and monthly inventory reports.
- Trained store personnel on the operation and execution of printers and coupons generated by store systems.
- Tested and resolved problems with POS interfaces at store level.
- Developed direct relationships with store management regarding tie-in signage compliances and equipment quality.

**2008 - 2011**

### RETAIL ANALYST - DELTA CORPORATION

- Used Retail link Arts Atlas Microsoft.
- Prepared and approved proforma profit-and-loss statements as part of new store scoping process Reported retail store margins and expenses by retail .
- budget analysis Oversaw weekly financial reporting of metrics and projection comparisons to Operations Collaborated with multi-disciplinary groups to .
- Reviewed flow charts and analyzed retail setup and distribution.
- Rated store customer service and policies.
- Reported all analysis to headquarters of each store.
- Examined and validated merchandise to be represented in store.

## EDUCATION

Business Administration

## **SKILLS**

Microsoft Office, Sales, Presentation, Organizational.