



# JAMES CLARK

Retail Coordinator

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## PROFESSIONAL SUMMARY

Proactive Retail Coordinator with 5 years of experience in enhancing operational workflows and improving customer satisfaction. Expertise in inventory management, sales support, and team collaboration. Focused on implementing effective strategies that drive revenue growth and create memorable shopping experiences.

## WORK EXPERIENCE

### Retail Coordinator

Apr / 2022-Ongoing

Maple Leaf Consulting

Toronto, ON

1. Oversaw invoice processing, ensuring compliance with financial policies and accuracy.
2. Managed inventory levels, identifying trends and ensuring supply chain efficiency.
3. Developed solutions for operational issues, enhancing workflow efficiency.
4. Reviewed and analyzed financial reports related to sales and inventory.
5. Maintained communication with vendors to resolve discrepancies and improve service.
6. Trained team members on best practices in customer service and inventory management.
7. Monitored compliance with company policies regarding goods and services.

### Retail Coordinator

Apr / 2020-Apr / 2022

Lakeside Apparel Co

Chicago, IL

1. Maintained optimal inventory levels across multiple locations, ensuring product availability.
2. Coordinated daily operations in the retail café, enhancing customer service experiences.
3. Assisted management in planning and executing promotional events and catering services.
4. Oversaw cash handling procedures, ensuring accuracy and accountability.
5. Trained staff in various roles, promoting versatility and teamwork.
6. Managed supply orders and inventory for retail operations, aligning with budgetary goals.

## EDUCATION

### Bachelor of Science in Business Administration

Apr / 2018 Apr / 2020

University of Phoenix

Portland, OR

Focused on retail management, marketing strategies, and customer engagement.

## SKILLS

Staff Scheduling

Multitasking Ability

Retail Technology

Brand Management

Customer Retention

Sales Strategies

## INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

## STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

## LANGUAGES



English



Mandarin



Russian

## ACHIEVEMENTS

Increased inventory turnover by 15% through optimized stock management.

Boosted customer satisfaction ratings by 20% via improved service strategies.