

# Robert Smith

## Senior Assistant Store Manager I

### PERSONAL STATEMENT

Looking for a fast paced company for a fresh start in which will allow growth to demonstrate abilities, and utilize comprehensive knowledge, experience, customer service and bilingual skills, a position that provides potential and professional growth and advancement.

### WORK EXPERIENCE

#### **Senior Assistant Store Manager I** **ABC Corporation - 1997 - 1999**

##### *Responsibilities:*

- Trained and developed employees to management level.
- Ensured compliance of employees with established security, sales, and record-keeping procedures and policies.
- Implemented store policies, warnings, and terminations.
- Coordinated sales promotion activities including supervision and execution of merchandise displays.
- Performed and supervised inventories, reconciliation of cash with sales receipts and maintain operating records.
- Ordered merchandise and prepare requisition to replenish inventory on hand.
- Accountable for controllable expenses, cash management, merchandising, and loss prevention accuracy Consistent sales increased stores management operation profit and achieved sales goals applying innovative ideas.

#### **Senior Assistant Store Manager** **Delta Corporation - 2012 - 2015**

##### *Responsibilities:*

- Direct employees daily on what to do, check in vendors, run register, unload truck, stock, assist cashier with money for transactions through out the .
- Willing ro go the extra way of having or doing whatever it takes to make the store profitable and keep rhe store up to standard.
- Skills Used Self motivation and taking the initative of directing others without being asked by the store manager.
- Opening and closing store Managed a staff of 40 employees Overlook visual, stock, sales and cashier teams Analyze product reports daily to see what .
- Process shoes and clothing orders 3 times a week Process shipment 3 times weekly Create monthly business plan according to Ly goal, stretch goals and .
- Responsible for day to day management of store in accordance to company policies and procedures.
- Performed all human resource operations, including interviewing potential employees, and consistent training for all associates.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Store Supervisor, Store  
Manager.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## Education

BBA in Business Administration with Marketing major -  
1994 (INTERAMERICAN UNIVERSITY METRO CAMPUS - Rio Piedras, PR)