

# ROBERT SMITH

## Store Owner/Manager

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Seeking a challenging job in an organization where one can serve as well as get exposure to learn and grow and vitalize the experience and scholastic background for the overall growth and success of the organization. To work in an organization where the skills and knowledge can be best put to use to achieve the objectives of the organization at a professional level as well as individual level.

## EXPERIENCE

### Store Owner/Manager

#### ABC Corporation - FEBRUARY 1998 - NOVEMBER 2000

- Reviewed sales reports and financial statements. Measured productivity and cost-efficiency.
- Cooperated on all levels to develop effective internal procedures. Managed staff schedules and work assignments.
- Accountable for daily operations including inventory, staffing, sales and customer complaints.
- Directed the store's financial and budget activities to fund operations while maximizing profit. Determined goods and services to be sold and set prices based on forecasts of customer demand.
- Recruited, interviewed, hired and trained staff. Developed new business. Built relationships with customers, responding to their concerns and needs.
- Analyzed store set-up, dismantled and reset entire store to improve efficiency. Ordered merchandise, inventory control, loss prevention, new product development. Maximized outdoor appeal, signage, built a deck to meet customer needs. Maintained compliance with the state Health Dept.
- Communicated passion for customer service and delegated responsibilities to employees.

### Store Owner

#### ABC Corporation - 1996 - 1998

- Responsible for managing all aspects of the store including procurement, Accounting, operations, and troubleshooting.
- Negotiated with wholesale suppliers. Managed inventory levels in line with a just-in-time strategy.
- Managed all aspects of accounting.
- Increased sales on average of 20% annually through networking and market research.
- Knowledge of new fashion trends around Southeast Asia.
- Maintained and developed strong customer loyalty through a one-stop philosophy.
- This is Dummy Description data, Replace with job description relevant

to your current role.

## **EDUCATION**

- Bachelor Of Science - 1994

## **SKILLS**

Microsoft Office, Google Docs, Google Sheets, Data Entry, Filing, CRM, ERP, Mac OS X, Windows, IOS, Social Networking, Customer Service, Training & Development.