

Paulette Applicant

123 Main Street • Anytown, CA 12345 • (555) 555-5555 • paulette.applicant@email.com

EDUCATION

ST. JOHN'S UNIVERSITY, Smithtown, CA

Bachelor of Arts, Business Management, January 2021

Graduated *magna cum laude*, 3.75 GPA, Dean's List (every semester), Phi Eta Sigma National Honor Society

RELATED COURSEWORK

Managerial Strategy and Policy, Management Information Systems, Management and the External Environment, Calculus with Business Applications, Organizational Decision Making, Systems Analysis

EXPERIENCE

THE SPACE STORE, Anytown, CA

MANAGER (August 2020 to present)

Work full-time as Manager tasked with facilitating day shift operations for a high-volume retail store. Before graduating, worked full-time while concurrently attending school. Schedule and supervise sales personnel and warehouse staff; address and resolve escalating customer service issues. Conduct regular inventories of stock to optimize supply levels and ensure ready availability of products to customers. Provide formal and one-on-one training to new sales associates. Assist employees with on-the-floor issues, from customer service to technical issues with the online sketching system.

- Manage and schedule personnel training for over 50 employees.
 - Lead annual weekend orientation training retreat for 20-30 new employees.
 - Co-created staff development plan offering training opportunities to encourage growth and increase responsibility.
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SKILLS & ACTIVITIES

TECHNICAL SKILLS

Excel, PowerPoint, Access, Prezi, Minitab, C, C++

ACTIVITIES

- Member of the Association of Management Training
- Member of the St. John's University Youth Development Association
- Peer tutor in Macro Economics and Micro Economics