

RETAIL MANAGER RESUME EXAMPLE

from Resume Genius

Contact

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Education

(May 2016)

AA in Business Administration,
Johnson Community College
– Houston, TX

Key Skills

Expense Management



Hiring & Training



In-Store Logistics



English and Spanish



Problem solving



Team leadership



Certifications

(May 2016)

Retail Management Certificate
Johnson Community College

Summary

- Retail manager with 6 years of experience in the clothing and accessories industry
- Lead a team of 15 sales associates to drive sales and strengthen brand loyalty
- Average \$400,000+ in annual sales revenue
- Named “#1 Store in the District” for producing yearly sales growth

Professional Experience

RETAIL MANAGER

SEP 2020

PACIFIC SUN – Houston, TX

– Present

- Exceeded annual sales forecast by \$100,000 in first year as store manager
- Analyzed sales data, including profit and loss statements, to compose a store budget that cut costs by 22%
- Developed a product processing system that expedited merchandising by an average of 3 days
- Plan and implement all seasonal floorsets to ensure they meet company standards and deadlines

ASSISTANT MANAGER

JUN 2016

FOREVER 21 – Houston, TX

– AUG 2020

- Supported the store manager to increase monthly sales revenue by 15%
- Recruited, hired, and trained 20+ associates, developing them into productive team members with excellent product knowledge
- Protected store assets and merchandise by adhering to company operation standards
- Coordinated schedules and training programs for the store’s 30-employee staff
- Awarded Employee of the Year award after filling in as manager in June and July of 2019