

Robert Smith

Department Head & Events Coordinator

PERSONAL STATEMENT

Experience in customer service. Experience in clerical field. Experience in retail. Able to communicate with a diverse population. Trustworthy, reliable, and dependable. Strong interpersonal and communication skills. Organized.

WORK EXPERIENCE

Department Head & Events Coordinator **ABC Corporation - April 2008 - November 2010**

Responsibilities:

- Performed general office tasks to include data entry, filing, typing, record keeping, etc.
- Supervised 2 departments handling 19 sales personnel to include briefings, shift schedules, directing work, etc.
- Insured the safety and cleanliness of work station and surrounding areas.
- Managed floor display in the sales area and maintained signing including promotional signing as needed.
- Managed markdown information and insured stock availability.
- Managed the stock room by receiving and inspecting merchandise, monitoring and maintaining acceptable levels of inventory.
- Conducted weekly, monthly, and annual inventories.

Department Head **World Market - 2004 - 2008**

Responsibilities:

- Provide department management and customer service.
- Key Achievements Inventory management and database upkeep.
- Created and implemented store promotional events.
- Oversee project resolution for corporate correspondence.
- Resolved escalated technical and customer service related discrepancies.
- Staff training and supervision.
- Proactively perform team performance reviews..

Education

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Copy Machine, Microsoft Office, Shipping And Receiving, Data Entry, Forklift Operator, Sales, Curriculum Development, fed ex, usps shipping.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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