

ROBERT SMITH

IT Department Head

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SUMMARY

An energetic and personable professional with knowledge and experience in customer service, retail, retail management, health care, food service, medical office, ordering/purchasing for large company, merchandising, and in-home client care. Detail oriented, honest, hard working, and able to multi-task effectively. Excellent presentation and communication skills.

SKILLS

Microsoft Office, Adobe Suite, Adobe Suite.

WORK EXPERIENCE

IT Department Head

Hobby Lobby - February 2013 – 2019

- Compare merchandise invoices to items actually received to ensure that shipments are correct.
- Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.
- Receive, open, unpack and issue sales floor merchandise.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Take inventory or examine merchandise to identify items to be reordered or replenished.
- Stamp, attach, or change price tags on merchandise, referring to price list.
- Transport packages to customers vehicles.

Department Head

ABC Corporation - 2010 – 2013

- Was solely responsible for the Jewelry/Wearables departments.
- My primary job was ordering and restocking of these two departments.
- Reset the department as needed when new product arrived.
- Had also traveled to other stores to assist in the reset of their departments.
- Job duties included Ordering, restocking of two departments weekly.
- Resetting department when new product arrived.
- Cashier when needed..

SCHOLASTICS

- Game Art - (Full Sail University - Orlando, FL)