

ROBERT SMITH

Department Supervisor/Key Carrier II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

10+ years of experience as a Department Supervisor. Seeking to utilize my work skills gained through both personal and employment experience. Assessable to learning other skills as required. I have experience as an administrative and accounting assistant, customer service and a lead person in retail as well as owning and operating my own business. These skills combined make me an excellent employee with my attention to detail and dependable attendance.

CORE COMPETENCIES

Microsoft Office, Excel, Marketing and Sales, Territory Management, Big Box Experience, Supervising/Management.

PROFESSIONAL EXPERIENCE

Department Supervisor/Key Carrier II

ABC Corporation - July 2013 – Present

Key Deliverables:

- Duties include merchandising and monthly resets using a basic floor plan guide and decision making for modifications.
- Use an RF unit for pricing, inventory status, and replenishment from the stockroom to the sales floor.
- Was recognized for outstanding service, sales, people and employee of the month.
- Also was given a gold great job token from a corporate walk for raising the department standards and sales.
- Other duties customer service, pos, jewelry department, ad set, and processing freight.
- Leading department (8-25 employees) on receiving product & ensuring quality was on par with Costco standards.
- Working/knowledge of customer service/expeditor of installs/special orders/flooring/kitchen/decor depts.

Joint Owner

ABC Corporation - July 2009 – June 2013

Key Deliverables:

- Maintained accounting records, sales invoices, web site updates, customer service.
- Responsible for the development of the C&E logistics product offerings focusing on strategic management, and long term growth.
- Develop and control the freight management, freight execution, and transportation service offerings.

ROBERT SMITH

Department Supervisor/Key Carrier II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Improved bottom-line financial performance through route and distribution optimization strategies and effective staffing measures.
- Reduced total maintenance overhead costs by 39% over 18 months as a result of supplier reduction.
- Implementing cost-effective operational plans while maintaining established quality standards.
- Interviewed and recruited co-located staff members.

EDUCATION

Diploma- 1992(Indiana University Southeast)Continuing Education Business - 1986(Taylor University)Diploma in Business - 1974(Wes-Del High School - Gaston, IN)

