

Address  
Phone  
Email

# Summer Stevenson

## Objective

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Position in a fast-paced, creative and dynamic environment allowing me to fully utilize my skills in operational efficiency and leadership attributes while providing professional advancement opportunities

## Experience

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2010-Present      Sephora      Santa Monica, CA  
Operations Manager

- Direct daily tasks and roles to sale staff
- Lead, construct and strike window displays to company standards
- Manage monthly and quarterly budget and supply expenses for office use to compliance
- Oversee damage budget to regulate product inventory
- Organize back stock inventory for efficient access to staff
- Maintain relationships with brand representatives
- Take action as Director in Charge for high quality customer service
- Recruit potential staff for seasonal hire
- Train incoming leadership and sale staff on proper work procedures and standards of operations
- Modified and created displays from corporate decor packages to appropriately fit existing fixtures
- Provide supervision to the completion of tasks sent from corporate and create weekly action plans to Operations staff
- Project Manager for store remodels, including large brand rollouts (KEIHL'S, LA MER)

Achievements: Ascended store Loss Prevention score out of critical condition with three successful audits within 1 year of hire

2007-2010      American Energy Restaurant Equipment      Springfield, VA  
Administrative Assistant

- Provide in house support to sale staff
- Manage company website content and design
- Design and coordinate the printing of the company's Direct Marketing Catalog
- Region sales manager distributor for SaniServ parts and service
- Learn all newly implemented software; train and provide support applicable departments in the company.

2002-2007      Barnes & Nobel Booksellers      Annapolis, MD  
Newsstand Supervisor

- Decreased loss in department by 50%
- Initiated new promotions which increased sales
- Monitored sale patterns and adjusted inventory accordingly
- Designed visual displays to maximize product exposure

## Education

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Frostburg State University      Frostburg, MD  
• B.F.A., Art and Design.