

Jonathan Moore
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Key Skills:

- Inventory management through Excel and ARM
- Experienced in multiple Microsoft software
- Budgeting & cost controls
- Retail store operations

EXPERIENCE:

03/11-Present ***Against All Odds*** Holyoke, MA
Assistant Retail Store Manager

- Assist in controlling expenses and assets by maintaining operational audit scores to standard
- Implement Company training programs. Monitor staff in product knowledge, customer service and selling skills
- Assure the execution of marketing, sales promotion, special events, and promotional activity to maximize sales performance
- Assure the daily shipments of merchandise meet company standards upon arrival

08/08-03/11 ***JC Penney Outlet*** Springfield, MA
Home Department Supervisor

- Executed inventory plans with planning teams, balancing visual and financial objectives
- Designed and implemented sales strategies to ensure that overall budget objectives are met
- Strategized and analyzed pre-season sales based on historical financial reports with managers
- Trained and motivated employees to meet and exceed customer service expectations
- Generated steady stream of highly sensitive reports, correspondence and sensitive memos
- Maintained constantly changing calendar, keeping track of all last-minute changes
- Managed furniture assembling team members to ensure accuracy and prevent shortages
- Maintained price management worksheets, pricing reports and stock ledgers
- Coordinated with receivers on outbound and inbound merchandise
- Photocopied documents for service coordinators
- Managed inventory documentation

11/06-01/08 ***Palmer Foundry*** Palmer, MA
Logistic Supervisor

- Processed invoices for all international and domestic clients
- Aid in producing, marketing and client service materials for delivery
- Aid in the creation, grinding, polishing and packaging of numerous metal casting
- Supervised the importing and exporting of metal castings from numerous machinery clients
- Helped process status inquiry requests between customer service and warehouse
- Developed bill labor reports and dimensional specifications on inventory shipment
- Responsible to ensure inventory production quality and efficiency levels

09/05- 11/06 **Macys**

Springfield, MA

Logistic Assistant/Supervisor

- Responsible for duties such as warehousing, shipping and distribution throughout the company
- Maintained the distribution of logs and report.
- Maintained and responsible for scheduling deliveries
- Revised departmental operating procedures
- Trained newly hired employees
- Assisted supervisor with special projects

EDUCATION:

08/06- 12/10 **Holyoke community College Business Administration Diploma**

Holyoke, MA

09/01-06/05 **Palmer High School Diploma**

Palmer, MA