

Jessica Claire

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SUMMARY

Reliable Executive with sixteen years in retail sales. Coaches and encourages staff toward advancement using an enthusiastic and supportive attitude.

Executive Team Leader equipped with extensive experience in retail management and sales. Employs excellent leadership skills and multi-tasking strengths.

Experienced leader adept at problem solving, customer service and hiring and training hardworking, quality staff.

Motivated Executive Team Leader practiced in customer relations, sales and inventory control. Demonstrated skill in improving store operations, increasing top line sales and reducing costs.

HIGHLIGHTS

- Retail inventory management
- Store opening and closing procedures
- Conflict resolution skills
- Team-oriented
- Reliable
- Flexible schedule
- Recruiting and interviewing
- Store operations

ACCOMPLISHMENTS

Promoted to Senior Team Leader after three months in a Team Leader position.

Promoted to ETL-Logistics after 9 months in the Senior TL position.

Promoted to the highest pay grade in my current role in a year.

Promoted to ETL-Remodel to remodel a double-decker store; one of the hardest remodels in the country.

EXPERIENCE

ETL-LOGISTICS 06/2007 to CURRENT

Target | City, STATE

Opened a new store location and assisted in recruiting and training new staff. Our store opened in 10/07 and helped hire all the team members to make it a success.

Stocked and restocked inventory when shipments were received. We set all of the store pogs and stocked all of the shelves. I am currently in charge of this and the backroom, which is every bit as organized as the sales floor.

Reorganized the sales floor to meet company demands. While in charge of remodels, I was given 13 weeks to revamp a whole store and manage 50+ team members in order to successfully meet company time lines.

Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts. Am very hands with the logistics team and sales floor team. We have made our inventory goals and sales goals since I have been with the company.

Determined staff promotions and demotions, and terminated employees when necessary. Completed weekly schedules according to payroll policies. I am very hands on with the scheduling of my work center, which is one of the largest ones within the building.

Completed a series of training sessions to advance from Team Leader to Executive Team Leader.

EDUCATION

Bachelor of Arts | Communication 2003
University of Toledo, Toledo, OH
Graduated with a 3.3 GPA
Liberal Arts coursework
Course on Communication Design