

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