

Corinne Fine

Owner / Operator, Boutique

Cherry Hill, NJ - Email me on Indeed: [indeed.com/r/Corinne-Fine/933d66550edfb80a](https://www.indeed.com/r/Corinne-Fine/933d66550edfb80a)

- Strong management background
- Numerous years of management training in both large and small retail venues as well as proprietorship
- Desire to succeed, willingness to learn, and enjoy a good challenge
- Strong productivity and excellent customer service
- Ability to adapt to a changing environment
- Quick learner and a true team player

WORK EXPERIENCE

Owner / Operator, Boutique

Cory's House Of Fashion - Cherry Hill, NJ - June 2011 to March 2013

Recruited, hired, and trained new associates

- Involved in marketing, advertising, and networking including online website, Facebook, eBay store
- Completed payroll, controlled finances, acting as controller
- Purchased entire inventory for store in NYC, Atlantic City, other local buyer events as well as online
- Completed scheduling, associate meetings, and prepared agenda for associates to follow
- Provided direction to associates and requested feedback about business when I was not present
- Merchandise windows, displays, and entire store, including seasonal displays.
- Ran all aspects of the business from end to end
- to build up and multiply customer base in store and online to gain repeat business from large clientele following
- As always, emphasis was on customer service

Department Manager, Sportswear

Jan's Boutique - Cherry Hill, NJ - January 2010 to June 2011

Individually responsible for largely expanded Sportswear department

- Responsible for the ordering of merchandise through telephone, email, faxing, and buyer events at NYC shows
- Merchandise entire department including handbags, jewelry, belts, and other accessories
- Utilize my skillset of visual merchandising whereas I am able to speak to the customer through visual displays leading the customer to purchase entire outfits and accessories as shown
- Boosted previous year's profits while maintaining a stable budget
- Developed different ideas for new lines that proved successful
- Built up and multiplied customer base to gain repeat business and continue to expand the Sportswear department of the store
- Involved with recruiting and hiring of new associates
- Assisted in formal wear plus any area of the store needing any additional help

Cosmetic Business Manager, Estee Lauder

Lord and Taylor - Moorestown, NJ - November 2008 to January 2010

Work with cosmetic area sales manager and cosmetic vendor to achieve sales plan

- Manage, develop, and train staff on policy, procedure, and goals of the business
- Plan and execute makeovers, in-store events, and new product launches

- Monitor beauty advisors sales goals and customer card file development and maintenance
- Deliver exceptional customer service and follow-up

Assistant Manager

Talbots - Marlton, NJ - March 2002 to November 2008

Responsible for daily store lifecycle of opening, closing, and banking procedures

- Strong knowledge of inventory control, loss prevention, and operational procedures
- Perform analysis on sales and payroll forecast to determine scheduling capacity
- Create visual displays to enhance merchandise for effective marketing
- Ability to merchandise entire store with flexibility to help other departments
- Complete supply requisition for multi-million dollar store while remaining within the budget
- Won outstanding customer service management awards several times each year
- Accountable for recruitment, hiring, and training of all new associates
- Finalize yearly performance reviews for associates to determine areas of achievements and improvement, and monetary adjustments
- Received numerous awards for exceeding management productivity
- Leader in appointment private sales for select clientele
- Signed up several hundred customers for charge accounts which leads to repetitive business
- Prepare and present store and meeting agenda for weekly management meetings and monthly associate meetings
- Train all associates on point of sales register system and system updates
- Help with shipping and receiving store merchandise

Store Supervisor

Jan's Boutique - Marlton, NJ - March 1999 to March 2002

Prepare store to open for the day

- Complete sale from personally fitting customer to ordering and delivering said items
- Assisting owner with all aspects of marketing and advertising
- Solely responsible for responding to requests for our toll free catalog phone number
- Maintain customer relation files for personal clientele
- Work on window dressing, store décor, and displays
- Responsible for display of new jewelry and accessories
- Keep inventory of general and accessory stock to assist in reorders
- Received numerous awards for outstanding salesmanship
- Ability to finalize sale of all store merchandise from lingerie to evening gowns including shoes, jewelry, sportswear, outerwear, and accessories
- Prepare store to close for the day

Real Estate Associate

Toll Brothers - Moorestown, NJ - October 1997 to March 1999

Gained NJ Real Estate Certification

- Assisted in the sale of new homes at Sample Home site
- Kept customer relation files for future prospects
- Showed homes of interested clientele with explanation of details/answering questions
- Helped customers with their personal selection from 500 page options book
- Filled out and processed sale form
- Organized and distributed sale booklet