


ADRIAN VINING

183 Hammonds Plains Rd, Apt. 210, Bedford, NS B4A 4C9

📞 902-452-0942 ✉️ adrianvining@gmail.com  [linkedin.com/in/adrianvining](https://www.linkedin.com/in/adrianvining)

Experience

Store Manager

February 2023 – September 2023

Xeneration Inc.

Bedford, NS

- Trained and mentored employees to maintain a friendly demeanor, provide professional service, and uphold company values.
- Closely overlooked and participated in **daily store opening and closing**, tidying, monitoring and refreshing stock.
- **Spoke with store owner often** to strategize ways to boost sales and increase general profits. This includes marketing, changing store arrangements, and rigorous attention to detail.

Assistant Store Manager

September 2023 – December 2023

Spencer Gifts Inc.

Dartmouth, NS

- Completed **large store moves** on a regular basis to increase both UPT and ADS of sales.
- Observed **store statistics** on a daily basis (daily sales goals, previous year's goals, ADS, UPT, add-on sales, demographics of customers, etc.) to understand what we could do to maximize our profits.
- Worked as part of large and small scale teams, honing both my ability to lead and follow in a retail environment.
- Was employed during the peak season times for a retail store, leaving my skills for **handling extremely busy days and slow days** very fleshed-out.
- Handled leading a team of associated in the morning and evenings to aid in opening / closing duties.

Assistant Store Manager

October 2020 – February 2023

Xeneration Inc.

Bedford, NS

- **Worked together with store manager** to strategize and recommend ways to boost customer engagement, enjoyment, and their likeliness to return among other things.
- Would occasionally take over store manager duties when the current one at the time was out - demonstrating my ability to handle sudden situations, and my quick thinking.

Sales Associate

December 2023 – Present

Spencer Gifts Inc.

Dartmouth, NS

- Handled cash and card transactions multiple times a day.
- Quickly familiarized myself with the stores programs (**Trovato, Infor Workforce, SKUBook**) for managing both sales, training, viewing the schedule, and more.
- Would unbox shipments, verify contents, reprice contents, and place items on the sales floor in a proper and appealing manner.
- By employing my unique and approachable personality to interactions, there has always been phenomenal success with customer satisfaction and will spot repeat shoppers very often.
- Maintains a close eye on the sales floor to assure that no replenishing needs to be done, and to make sure there are no hazards for customers. (Fallen objects, misplaced merchandise, crowded areas)

Leadership / Extracurricular

jack.org Branch

Summer 2022 – Summer 2023

Head Executive

Charles P. Allen High

- Would attend, organize, plan, and lead weekly meetings of the jack.org branch at my High School.
- This involved managing a budget, welcoming and planning guest speakers, and getting approval from the school / schoolboard to host certain events.
- Worked with **branch members (around 20)** to strategize best ways to advocate our cause and retain student engagement.

Achievements / Awards

Principal's List Award

June 2021 & June 2022

Charles P. Allen High School

Bedford NS

- This award is given to students who have displayed academic excellency, and achieved an overall **average of 90 or above** for a given school year. This was received in **both Grade 11 and 10**.

High Honors Award

June 2023

Charles P. Allen High School

Bedford NS

- This award is given to students who have displayed academic excellency, and achieved an overall **average between 85 - 90** for a given school year. This was received in **Grade 12**.