

Jane Doe

2335 Resume Rd, Chronological, CO 80022 | (582) 826-2335 | jane.doe13@gmail.com
www.linkedin.com/in/jane.doe

Professional Summary

Resourceful leadership and management professional with over 30 years of operations, training, and retail experience. A motivated and team-oriented director seeking to leverage background into a management role with a progressive organization.

Skills

- Customer relationship management
- Financial analysis
- Store opening and closing procedures
- Recruiting and interviewing
- Staffing and scheduling
- Personnel and budget management

Work History

Assistant Store Manager, CVS Caremark, October 2010 to Present

Sales –

- Developed and implemented new loss prevention methods, resulting in a 5% shrinkage rate reduction.
- Created new sales building techniques, increasing sales volume by 9% in one year.
- Originated visual merchandising standards, generating bottom-line revenue.

Management –

- Oversaw a \$7 million pharmacy, and hiring/training a staff of 15 employees.
- Raised financial outlook for a \$5 million store by training a staff of 40 employees on company SOPs.
- Trained staff on customer service and sales strategies to eliminate inconsistencies.

Operations –

- Monitored expense and inventory control, eliminating loss prevention for a \$2 million store.
- Managed physical plant for a \$3.5 million operations center, hiring and motivating a sales/stock staff of 15.
- Ensured all authorized products were shelved and sales items displayed to aid with sales increases.

Education

Bachelors of Science: Business Administration, **University of California, Berkeley** – Berkeley, California

- Minors in Financial Management and Marketing
- Graduated with Magna cum Laude honors

Volunteer

Workshop Presenter and Interview Panelist, Berkeley City College – Career Center, August 2016 to Present

- Presented on topics such as resume and cover letter writing, interview preparation, and professional networking
- Served on mock interview panels