



John Doe

Assistant Manager

✉ example@email.com

📍 New York, NY

🌐 linkedin.com/in/example

☎ 123-456-7890

🌐 examplewebsite.com

📁 exampleportfolio.com

SUMMARY

Highly accomplished Assistant Manager with 5+ years of experience in retail operations, team management, and customer service. Proven track record of increasing sales, improving employee engagement, and driving business growth. Possesses a strong background in leadership, strategic planning, and problem-solving.

EXPERIENCE

Assistant Manager

Jan 2018 - Present

ABC Retail Corporation

New York, NY

Assist the Store Manager in overseeing daily operations, managing a team of 20 sales associates, and driving sales growth. Achievements include: increasing sales by 25% within 6 months, improving employee engagement by 30% through targeted training programs, and reducing inventory shrinkage by 15% through process improvements.

- Developed and implemented sales strategies to drive revenue growth
- Managed and mentored a team of sales associates to achieve sales targets and improve customer satisfaction
- Analyzed sales data and market trends to identify opportunities for growth and improvement
- Collaborated with the Store Manager to develop and implement operational plans and strategies
- Conducted performance evaluations and provided feedback to employees to improve performance and engagement

Sales Team Lead

Jun 2015 - Dec 2017

DEF Department Store

Los Angeles, CA

Led a team of 10 sales associates, providing guidance and support to achieve sales targets and improve customer satisfaction. Achievements include: increasing sales by 15% within 3 months, improving customer satisfaction ratings by 20% through targeted customer service initiatives, and reducing employee turnover by 25% through effective team management and mentoring.

- Trained and developed sales associates to improve sales techniques and product knowledge
- Conducted sales floor observations and provided feedback to sales associates to improve performance
- Analyzed sales data and customer feedback to identify opportunities for growth and improvement
- Collaborated with the Sales Manager to develop and implement sales strategies and promotions
- Assisted with visual merchandising and store displays to enhance the customer shopping experience

SKILLS

- Leadership
- Strategic Planning
- Team Management
- Customer Service
- Sales and Marketing
- Data Analysis
- Communication
- Time Management
- Problem-Solving

EDUCATION

Bachelor's Degree

Jun 2015

University of California, Los Angeles

Los Angeles, CA

Business Administration

3.5/4.0