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|  | Your Name | | | | | | |
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| Profile  Retail manager committed to excellent customer service with 6 years of experience in the clothing and accessories industry. Self-motivated and organized team player and skilled communicator. Stellar staff recruiter and mentor. Hired, trained, and led a team of 15 sales associates who produced impressive sales numbers and strengthened brand loyalty. Powerful sales driver, having beat annual sales forecast by $175,000 in first year as store manager. Named store manager of the year.  GPS icon **ADDRESS** 4567 Main Street Metropolis, New York 98052, USA  Phone icon **PHONE** (716) 555 - 0100  email icon **EMAIL** Jarvis.Goolsby@live.com  Link **LINKEDIN** www.linkedin.com/in/Jarvis.Goolsby  Activities and Interests  Theater, Environmental conservation, Art, Hiking, Skiing, Travel | |  | EXPERIENCE | |  | |
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|  | 2016– Present  Retail Manager • Northwind Traders • Metropolis, New York  Manage hip, busy clothing store. By implementing new store budget, creating efficiencies in staffing, processing, ordering and operations, slashed costs by 25% in the first year. Likewise, through excellent staff recruitment and training, exceeded annual sales forecast by $200,000. Prepare and analyze P&L’s. Plan and implement all holiday floor sets to ensure they meet company standards.  2012– 2016  Assistant Manager • Proseware Inc. • Lyn, New York  Supported the store manager in all aspects of managing an exclusive clothing boutique. Helped increase month-to-month sales revenue by 15%. Recruited, hired, and trained 10+ sales associates. Led staff training and thoroughly educated staff on store products. Developed sales team into a sales juggernaut. Enforced company operations policies. Employee scheduling. | | | |
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|  | EDUCATION |  | | |
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|  | Desert Community College • Stin, Nevada  June 2014 • Bachelor of Science in Accounting  June 2012 • Associate in Arts in Business Administration  September 2012 • Retail Management Certification | | | |
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|  | key skills and characteristics | | |  |
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|  | Financial management  In-store logistics  Excellent oral and written communication skills.  Highly organized  Fluent in English & Spanish  Skilled problem solver  Team player with exceptional leadership abilities  Excellent customer service | | | |
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