

# SAMPLE RETAIL RESUMES

## Retail - Assistant Manager

### OBJECTIVE

To obtain a position within a company to challenge my skills.

### TARGET JOB

**Desired Job Type:** Employee

**Desired Status:** Full-Time

**Desired Salary:** 13.00 USD Per Hour

**Site Location:** On-Site

**Description of my perfect job:**

A job that will be challenging, and that has me constantly keeping busy where I can interact with others on a regular basis.

**Career Level:** Mid Career (2+ years of experience)

**Date of Availability:** Negotiable

### TARGET COMPANY

**Company Size:** No Preference

**Category:** Retail/Wholesale

**Description of my ideal company:**

A stable company that is growing which will offer growth for myself within the company.

### TARGET LOCATIONS

**Relocate:** No

US-CT-Hartford

### WORK STATUS

US I am authorized to work in this country for any employer.

### EXPERIENCE

7/2000 - Present CONFIDENTIAL Enfield, Connecticut

#### Assistant Store Manager

Assisting the Training Supervisor in the training and development of new Store Managers. Performing daily duties of opening shipment, racking into shelves and maintaining to provide a comfortable shopping environment. Handling of all back office paperwork when the manager or manager trainee are not in the store. Helping customers find properly fitting shoes and motivate the staff to help increase sales by suggestive selling. Ringing in sales and doing closing procedures. Maintaining the store to look fresh and clean on a daily basis to provide a comfortable shopping environment for the customer. Working closely with other employees and delegating jobs while Training Supervisor is out of the store.

10/1999 - 6/2000 Payless Shoe Source West Valley City, Utah

#### Sales Associate

Ringing sales and processing and running shipment of shoes into the racks. Help customers choose properly fitting shoes. Set displays and perform closing procedures for the store.

6/1996 - 11/1998 Payless Shoe Source Sandy, Utah

#### Sales Associate

Ringing sales, processing and running shipment of shoes into the racks. Maintaining the store to be neat and a pleasant place to shop. Setting displays and performing closing procedures.

7/1995 - 4/1996 Pacific Linen Taylorsville, Utah

#### Sales Associate

Helped customers choose bedding and bath accessories for their home. Set displays and maintained the store to be neat to provide a comfortable shopping environment.

10/1994 - 2/1995 Payless ShoeSource Aurora, Colorado

#### Sales Associate

Straighten shoes in racks and ring sales. Set displays and do closing procedures.

8/1993 - 6/1994 CVS Simsbury, Connecticut

**Sales Associate**

Maintain displays and merchandise in the cosmetic department. Ordering cosmetics for the store on a weekly basis. Provided customer service in the department to individuals seeking help with choosing proper colors for themselves. Set new planograms when the need arose. Worked mostly on an individual basis reporting to the cosmetic merchandiser that serviced several CVS stores.

7/1988 - 10/1990

Mothercare

Enfield, Connecticut

**Assistant Store Manager**

Provided customer service to individuals in selecting properly fitting maternity wear. Checked in shipments, set displays and did opening and closing procedures. Assisted store manager in back office paperwork as needed.

6/1979

La Puente High School

US-California-La Puente

**High School or equivalent**

**EDUCATION**

# Large Volume Store Manager/District Manager

## OBJECTIVE

Senior Level position in Retail Management with a progressive organization in which extensive industry experience, coupled with a proven track record of contribution to bottom line results, would be of value. Results oriented professional with 28 years of progressively responsible experience in retail management. Broad background in all facets of store operations to include strategic market planning and analysis, purchasing and pricing, merchandising and promotion, inventory and cost control, customer service, and hiring, training, supervision and evaluation of both management personnel and hourly employees. Has the proven ability to meet or exceed established objectives in business growth, merchandise sales and cost control. Has demonstrated analytical, organizational and managerial effectiveness and has excellent interpersonal and communication skills.

## TARGET JOB

**Target Job Title:** Store/District Manager

**Desired Job Type:** Employee

**Desired Status:** Full-Time

**Site Location:** On-Site

**Description of my perfect job:**

A position that utilizes a broad background of store operations to include planning, merchandising, promotion, customer service, personnel management. My current salary is \$98,000 plus bonus. Salary is negotiable.

**Career Level:** Management (Manager/Director of Staff)

**Date of Availability:** From 1 to 3 months

## TARGET COMPANY

**Company Size:** No Preference

**Category:** Retail/Wholesale

**Description of my ideal company:**

A progressive retail organization that is interested in individuals with extensive industry experience and a proven track record of contribution to bottom line results.

## TARGET LOCATIONS

**Relocate:** Yes

US-MI-Grand Rapids      US-MI-Lansing      US-WI-Green Bay/Appleton  
US-WI-Eau Claire/LaCrosse      US-WI-Milwaukee      US-WI-Northern

## WORK STATUS

US      I am authorized to work in this country for any employer.

## EXPERIENCE

5/1994 - Present      JCPenney Co., Inc., Corp.      Manchester, CT

**Store Manager**

Leads daily operations for a 180 employee retail store. Directs market planning/analysis, pricing, merchandising, inventory/cost control, customer service, HR, community relations. Currently responsible for the receiving/marketing operations of a second 28M retail store. Played a key role in developing the company's 1st disaster recovery plan. Utilized computer skills to create an improved budgeting process for regionwide use.

2/1990 - 5/1994      JCPenney Co., Inc., Corp.      Cincinnati, OH

**Store Manager**

Directed 22.3M operation with 175+ employees. Ranked in the top 25% of company in sales per square foot. Managed inventory purchasing and control. Slashed shrinkage rate from 1.8% to .9% in one year. Improved profit 60% in 2 years. Serves on district board for public relations and community service initiatives including United Way.

2/1989 - 2/1990      JCPenney Co., Inc., Corp.      Milwaukee, Wisconsin

**Assistant Manager**

Drove Sales from 30.5M to 32.0M in 1 year as director of all sales/merchandising. Managed 230+ staff. Ranked #1 of 15 operations in lowest markdown percentages while consistently maintaining inventory positions.

3/1979 - 3/1982      JCPenney Co., Inc., Corp.      Villa Park, Illinois

**Personnel Manager**

Managed HR for \$16 operation with 180+ employees. Played a key role in launch of point-of-sale concept in district stores.

## EDUCATION

5/1974 Marquette University US-Wisconsin-Milwaukee

### Bachelor's Degree

Bachelor Of Science in Business Administration with a concentration in Human Resources.

5/1970 St.Lawrence Seminary US-Wisconsin-Mt. Calvary

### High School or equivalent

## SKILLS

Skill Name	Skill Level	Last Used	Experience
Microsoft Office	Intermediate	Currently used	6 years

## REFERENCES

**Glen Gammons** JCPenney Co., Inc., Corp. Sales and Merchandise Manager

**Phone Number:** 972-431-8425  
**Email Address:** ggammons@jcpenny.com  
**Reference Type:** Professional

**Tim Voss** JCPenney Co., Inc., Corp. Project Manager

**Phone Number:** 972-431-8429  
**Email Address:** tvoss@jcpenny.com  
**Reference Type:** Professional

**Fred Nakanishi** JCPenney Co., Inc., Corp. Store Manager

**Phone Number:** 404-363-3855  
**Email Address:** fnakanis@jcpenny.com  
**Reference Type:** Professional

**The Honorable Jorge Simone** Judicial Branch GA 12, State Superior Court Judge Of Connecticut

**Phone Number:** 860-647-1091  
**Reference Type:** Personal

## ADDITIONAL INFORMATION

I am a quick study with a bottom line focus who effectively manages change. I Delivered a 2.3% profit increase for business segment vs. corporate plan of -12.9%. Reduced shrinkage from 1.04% to .62% in 1 year. Beat corporate goal of 1.5% or less for 11 consecutive years. Saved 427K in 1 year; slashed overtime hours 69% while exceeding productivity goals.

I am a results oriented achiever who increase operational efficiency, productivity and performance. Unit productivity was boosted 3.6% in 1 year through implementation of new systems and attention to improved communication. Inventory turns increased to 7 in 1 year, tightening expense control in a competitive market and propelled the unit to a #1 ranking in the region in customer credit applications in 1 year.

Comments by District Manager on annual performance appraisal: "Under Al's leadership, his (operation) turned in one of the best performances in the region. Al has a very strong attitude of partnership and cooperation, making him very easy to work with. He has the ability to manage, lead and direct a large group of individuals to achieve a common goal. A real team player and an asset to the district."

# Retail Store Manager

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## OBJECTIVE

To obtain a retail store manager position with a fast paced, growing reatiler.

## TARGET JOB

**Target Job Title:** Retail Store Manager  
**Desired Job Type:** Employee  
**Desired Status:** Full-Time  
**Desired Salary:** 65,000.00 USD Per Year  
**Site Location:** On-Site  
**Description of my perfect job:**  
Retail store manager for a fast paced company using my extensive retail management experience.  
**Career Level:** Management (Manager/Director of Staff)  
**Date of Availability:** Less than 1 month

## TARGET COMPANY

**Company Size:** Large (1000+)  
**Category:** Retail/Wholesale  
**Description of my ideal company:**  
Growing, with growth potential

## TARGET LOCATIONS

**Relocate:** Yes

US-CT-Danbury/Bridgeport	US-CT-Hartford	US-CT-Stamford
US-MA-Western/Springfield	US-MA-Framingham/Worcester	US-RI
US-RI-Providence	US-CT-New Haven	US-CT-Southeast/New London
US-MA-Boston South		

## WORK STATUS

US I am authorized to work in this country for any employer.

## EXPERIENCE

12/2001 - Present	CONFIDENTIAL	Avon, CT
<b>Store Manager</b> Supervise 180 people Responsible for all areas of store operation Execute all company programs Track sales, wages and markdowns on a daily basis Create monthly budgets Hiring, evaluating, disciplining employees Track sales and profitability of featured items Order merchandise based on local customer needs Maintain accurate inventory level Ensure all employees receive complete training		
6/2001 - 12/2001	Wal-Mart Stores Inc.	Old Saybrook, CT
<b>Store Manager</b> Supervise 180 people Responsible for all areas of store operation Execute all company programs Track sales, wages and markdowns on a daily basis Create monthly budgets Hiring, evaluating, disciplining employees Track sales and profitability of featured items Order merchandise based on local customer needs Maintain accurate inventory level Ensure all employees receive complete training Set up store from bare tile in 5 weeks start to finish		
9/1999 - 6/2001	Wal-Mart Stores Inc.	North Windham, Derby CT
<b>Co-Manager</b> Responsible for running the store in the Store Managers absence Execute all company programs Hiring, evaluating, diciplining employees Tracking sales, wages, and markdowns daily		

Worked for 15 months in a Wal-Mart Supercenter as the General Merchandise Co-Manager  
Expanded the North Windham, CT Wal-Mart from a regular store to a Supercenter while the store remained open for business and maintained sales increases  
Set up two additional Wal-Marts as the salesfloor set up manager

1/1993 - 9/1999 Wal-Mart Stores Inc. Various

**Assistant Manager**

Supervised each area of the store - hardlines, homelines, softlines, overnight stocking, offices

Executed company programs

Toured departments and gave direction, positive coaching

Provided excellent customer service

Set up four new Wal-Mart stores in various capacities

Maintained instock/overstock in areas of supervision

Tracked sales, wages, and markdowns for the store on a daily basis

Tracked the profitability of each department on a monthly basis

**EDUCATION**

12/1992 University of Connecticut US-CT-Storrs

**Bachelor's Degree**

Bachelor's of Science in the School of Business Administration