

ASSISTANT MANAGER

Highlights

Microsoft Office Suite

Experience

04/2012 to Current

Assistant Manager Company Name i¼ City , State

- Manage an \$8.4 million volume luxury shoe sales floor Recruit, train, develop, and manage a team of 15 to meet and exceed their sales goals Communicate weekly with buying office to maximize our market specific product assortment Successfully plan and execute various events such as product launches, product knowledge trainings, corporate events, client luncheons, charity events, etc.
- Fulfill all management responsibilities such as oversee store opening and closing procedures, direct sales floor activities, assist customers, input and prepare sales reports daily, inventory control, etc.

06/2011 to 04/2012

Sales Associate- Designer & Salon Shoes Company Name i¼ City , State

- Competitive drive to succeed in a commission based environment meeting and superseding volume goals Maintained constant client communication and excelled in providing customer service daily Demonstrated in-depth knowledge of product and current market trends to meet customer needs Internship- Designer & Salon Shoes Received top volume performance award Worked closely with many levels of management on various store projects Sales Associate & Key holder Implement and maintain all merchandising directives and ensure execution of effective merchandising strategies Conduct regular audits of store paperwork, including overages/shortages, deposit slips, etc.
- and track trends to ensure that cash control procedures are in place and observed Manage and conduct inventories.

12/2010 to 07/2011

Sales Associate & Key Company Name i¼ City , State

- Responsibility of shipping and receiving in all areas to ensure staff adheres to policies and procedures.
- Create incentives to drive key business objectives and motivate sales team.

05/2008 to 06/2009

Assistant VP Company Name i¼ City , State

- Managed details of conference calls, travel arrangements and meetings, itineraries, expense reports, sample garments, etc.
- Collaborated with buying office concerning availability of product, shipping and delivery dates, and pricing.

Education

2009

Fashion Institute of Design and Merchandising i¼ City , State

2011

San Diego Mesa College i¼ City , State

Languages

Bilingual: English & Spanish

Skills

closing, Competitive, client, customer service, delivery, direct sales, English, expense reports, inventory control, market trends, market, meetings, merchandising, Microsoft Office Suite, office, policies, pricing, receiving, Sales, sales reports, shipping, Spanish, travel arrangements