

Proficient and experienced assistant manager with ten years of experience in retail focusing on improving sales turnover to positively impact company revenue. Implemented creative strategies to boost employee productivity and sales. Capable of managing a system of inventory while maintaining high standards of service and quality. Helped increase sales performance by 25% during the last six months of employment.

WORK EXPERIENCE

Assistant Manager Sep 2018 - Present

ABC Food Group, Columbus, OH

- Track customer preferences to determine where to focus sales efforts.
- Develop plans to drive new business development using cold calling, direct sales techniques, and business-to-business marketing visits.
- Conduct sales projections related to client territories and products and forecast individual billings for sales staff.
- Plan and coordinate training programs for the sales team and conduct regular performance reviews.
- Handle customer complaints regarding service and sales.

Assistant Manager Feb 2013 - Sep 2018

XYZ Engineering, Columbus, OH

- Trained and oversaw all employees on scheduled and regular shifts and coordinated production processes.
- Ensured all machinery and equipment was maintained and repaired by appropriate workers.
- Enforced health and safety procedures and policies, including investigating and reporting accidents.
- Evaluated production rate and selected possible solutions to deviations from the metrics.

EDUCATION AND QUALIFICATIONS

Bachelor's in Business 2012

University of Cincinnati, Cincinnati, OH

SKILLS

Retail store operations	Expert
Time management	Expert
Sales and marketing tactics	Experienced
Task prioritization	Expert
Team collaboration	Expert
Inventory management	Expert
Employee scheduling	Experienced
Microsoft Office Suite	Expert

REFERENCES

Russ Corbin ABC Food Group
Available on request

Blake Whitley ABC Food Group
Available on request

Roberta Stout University of Cincinnati
Available on request